**Transcript Request**
**09-10 School Year**

Before you begin
**Save the form to your hard drive**.

To begin, use your mouse to click in the first blank gray box. When done typing hit the "tab" button on your keyboard to advance to (or use your mouse and click on) the next box. Email completed form to info@northstar-academy.org.

Date:

Student's Name: Student ID #:

Dates attended: (month/year) to (month/year)

Please send a transcript to the following address(es) (Use the "enter" key to add another line – Use the "tab" key or your mouse to advance to the next cell - Use the space bar to activate the check box or click on it with your mouse):

| | |
|---|---|
| (1)name & full address | (2) name & full address |
| (3) name & full address | (4) name & full address |

☐ Send now

☐ Hold for 1st semester grades – *sent approximately 2 weeks after the last day of the semester extension*

☐ Hold for end-of-year (final) grades –*sent approximately 2 weeks after the last day of the school year extension*

**Transcripts** (a cumulative record of a student's work at NorthStar) are **$5 - email address** (considered unofficial as they are not signed); **$10 – stateside address;** and **$15 – international address** (transcripts sent by Post are sent priority mail with delivery confirmation).

☐ Signature confirmation: $2.00 - only available for stateside addresses (*highly recommended when having a transcript sent to an educational institution*) – not necessary for postal express or FedEx as signature confirmation is already included.

Expedited mailing costs are additional and include signature confirmation:

Postal:

☐ Express: $17.00 – stateside (overnight most areas); $26.00 – international (3–5 days).

FedEx:

☐ Express: $30.00 – stateside (overnight most areas); $30.00 - $80.00 – international (2-4 days).
For FedEx shipments please provide a delivery phone number:

I would like to pay for the requested transcripts:

☐ Check or money order enclosed (*this payment option is available for mail in requests only)*

☐ Credit card - on file

☐ Credit card number Exp. Date: mm/yr Name on card:

☐ We are members of IMB - per a prearranged agreement they will pay the cost on my/our behalf – must be a current student – this option is not available to former students not currently enrolled.

☐ My son/daughter has a credit in his/her account

Special Instructions: