



North Thurston Public Schools
Archive and Student Records Center
 6620 CARPENTER ROAD SE
 LACEY, WA 98503
 (360) 412-4514 / FAX (360) 412-4567
 Email: recordcenter@nthurston.k12.wa.us

If you have graduated within the last year, you may want to contact the high school registrar's office first.

PLEASE PRINT TRANSCRIPT REQUEST AND MAIL TO ABOVE ADDRESS

Date: _____
 Name (First/Middle/Last): _____
 Name used in school if different than above: _____
 Current Address: _____
 City: _____ State: _____ Zip: _____
 Date of Birth: _____ Phone Number: _____
 Email address: _____

Last High School attended (please check appropriate school)

- | | |
|--|---|
| <input type="checkbox"/> North Thurston HS | <input type="checkbox"/> New Century HS |
| <input type="checkbox"/> River Ridge HS | <input type="checkbox"/> Puget Sound HS |
| <input type="checkbox"/> Timberline HS | <input type="checkbox"/> South Sound HS |

Year Graduated _____ (or) Last Year Attended: _____

Student Signature: _____

There is a \$5.00 charge per transcript
Please include payment and photo copy of identification (e.g. drivers license).
Make checks out to NTPS. We do not accept credit or debit cards.

PLEASE SEND OFFICIAL TRANSCRIPT TO:

Name or Institution: _____
 Attention (if applicable): _____
 Address: _____

AND/OR

FAX requested information to (FAX number): _____

Please allow five (5) working days to process transcript request

For Office Use Only:

Date Received: _____	Date Transcript Sent: _____
Date Faxed: _____	Fines/Fees Checked: _____
Sent by: _____	