



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

PLEASE MAIL TRANSCRIPT REQUEST TO THE ADDRESS ABOVE IF PAYING BY CASH/CHECK/MONEY ORDER.

PLEASE EMAIL TRANSCRIPT REQUEST TO THE ADDRESS ABOVE IF PAYING ONLINE.

PLEASE INCLUDE COPY OF ID (e.g. driver's license) WITH ALL REQUESTS. MAKE CHECKS PAYABLE TO NTPS.

Date: _____

Name (First/Middle/Last): _____

Name used in school if different than above: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Phone Number: _____

Email: _____

Last High School attended (please check appropriate school)

North Thurston HS

New Century HS

River Ridge HS

Puget Sound HS

Timberline HS

South Sound HS

Year Graduated _____ (or) Last Year Attended: _____

Student Signature: _____

PLEASE SEND OFFICIAL TRANSCRIPT TO: (Must provide mailing address for sealed official copy)

Name or Institution: _____

Attention (if applicable): _____

Address: _____

If you would like a copy emailed/faxed, in addition to the sealed official copy, please provide a fax number and/or EMAIL address: _____

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: _____