

National University Academy must comply with the Family Educational Rights and Privacy Act (FERPA).

Student transcripts may be requested by:

- Parent or legal guardian of student *currently* under 18 years of age
- Student 18 years of age or older
- Educational institution to which the student has applied
- Other parties with a legitimate educational interest as defined in CFR §99.34
- Person or institution to which an eligible parent/guardian or adult student has granted authority.

ONCE A STUDENT HAS REACHED 18 YEARS OF AGE, HE/SHE MUST REQUEST THEIR OWN TRANSCRIPTS OR PROVIDE A SIGNED FERPA RELEASE FORM PERMITTING THEIR PARENT/GUARDIAN TO DO SO.

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Last, First, Middle Month/Day/Year

School Name: \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Transcript requests will be processed within 10 working days.

Please provide complete address(es) where the transcript(s) is/are to be sent. Indicate whether you are requesting official or unofficial transcripts for each destination. *(Always ask for an unofficial copy to keep for your records).*

Requesting:  Official Transcript  Unofficial Transcript  
Please send to: \_\_\_\_\_ # of Official copies: \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ # of Unofficial copies: \_\_\_\_

Requesting:  Official Transcript  Unofficial Transcript  
Please send to: \_\_\_\_\_ # of Official copies: \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ # of Unofficial copies: \_\_\_\_

**PLEASE NOTE:** Any transcript sent via FAX is automatically considered "**UNOFFICIAL**".

Please FAX to: \_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_  
Print Name of Requesting Party Contact Phone  
\_\_\_\_\_  
Signature of Requesting Party DATE