



NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Transcripts Office
5734 Farinon, San Antonio, TX 78249
Phone: 210-397-8585 – Fax 210-522-8167
Email: transcripts@nisd.net

ONLINE ORDER RECORDS RELEASE AUTHORIZATION

This form must be **signed and uploaded** to the order located at https://nisdtx.scriborder.com/order_tracker.

This section enables **former NISD students who are 18 years of age or older** to authorize someone other than themselves to obtain documents ordered through the Northside ISD Transcript Office.

I attest that I am at least 18 years old, or I am younger than 18 and am currently attending a school beyond the high school level. I authorize

_____ (Last name, First name)

_____ (Relationship – father, mother, brother, uncle, etc.)

to obtain my documents from the NISD Transcripts Office.

(Check all that apply)

- Unofficial Transcript
- Graduation Verification Letter
- Proof of Enrollment
- Immunization

Requestor's (student's) Name _____

Requestor's (student's) Signature (**required**) _____

Date _____

OR

This section enables **CURRENT NISD students who are younger than 18 years of age** to request their own transcripts from their high school through the Northside ISD Electronic Transcript Request system. (**This form ONLY NEEDS TO BE COMPLETED 1 time for current NISD Students**).

I attest that I am the parent/legal guardian of the below named student, who is younger than 18 years of age, and do hereby authorize him/her to request his/her educational records listed below from this date forward.

PLEASE PRINT (Parent's Last name, First Name)

Parent's signature
