



# UNOFFICIAL TRANSCRIPT REQUEST FORM

**Check one:**

- Undergraduate (Credit) Transcript** - An undergraduate (UGRD) transcript will contain financial aid-eligible courses as part of a declared major or program (associate degree, two-year technical diploma, one-year technical diploma, and less-than-one-year technical diploma--such as EMT-Basic or Certified Nursing Assistant).
- Continuing Education (ACE/Hourly) Transcript** - A continuing education (CNED) transcript will contain personal and professional development short-term training courses (often regulated by the state) to meet specialized industry certification and licensure requirements. Courses may include CPR, Fire Training, First Aid, Responsible Beverage Service, Insurance, Real Estate, Computer, Child Care and Motorcycle Safety.
- Complete Unofficial Transcript** - A complete unofficial transcript will contain all Undergraduate, Continuing Education, and Extended Education (Adult Basic Education courses offered in the areas of basic skill--reading, writing, and math--development) courses taken.

\_\_\_\_\_  
Social Security Number                      Date of Birth                      Student ID Number (if known)

\_\_\_\_\_  
Last Name                      First Name                      MI

\_\_\_\_\_  
Name While Attending Northwood Tech (if different from above)

\_\_\_\_\_  
Address                      City                      State                      ZIP

(\_\_\_\_\_) \_\_\_\_\_  
Daytime telephone number

(\_\_\_\_\_) \_\_\_\_\_  
Evening telephone number

Number of copies requested: \_\_\_\_\_  
Are you currently enrolled:  
 Yes     No  
Date last attended: \_\_\_\_\_  
(If not currently enrolled)

- I will pick up in person (must present photo ID)
  - Mail to the address above
  - Hold until degree is conferred; then mail
  - Hold for current semester grades; then mail
  - Mail to the address below
  - Someone else will pick up (must present photo ID)
- Name \_\_\_\_\_

**Mail transcript to: (PRINT CLEARLY)**

*Note: Use a separate request for each mailing address*

Name
Address
City                      State                      ZIP

\_\_\_\_\_  
Signature (REQUIRED)

\_\_\_\_\_  
Date

Northwood Tech is a multi-campus college--your transcript will include courses taken at all locations.  
Records for courses prior to 2003 may require additional processing time. There is no charge for unofficial transcripts.

**Ashland campus**  
Transcript Request  
2100 Beaser Avenue  
Ashland WI 54806  
Fax: 715.682.8040  
jennifer.bybee@northwoodtech.edu

**New Richmond campus**  
Transcript Request  
1019 S. Knowles Ave  
New Richmond WI 54017  
Fax: 715.246.2777  
debbie.gregerson@northwoodtech.edu

**Rice Lake campus**  
Transcript Request  
1900 College Drive  
Rice Lake WI 54868  
Fax: 715.234.5172  
andrea.timblin@northwoodtech.edu

**Superior campus**  
Transcript Request  
600 N. 21<sup>st</sup> Street  
Superior WI 54880  
Fax: 715.394.4598  
lesa.armstrong@northwoodtech.edu