UNOFFICIAL TRANSCRIPT REQUEST FORM

Northwood Technical College

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
nathan.parent@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. 21st Street
Superior WI 54880
Fax: 715.394.4598
hannah.johnson@northwoodtech.edu