

Miscellaneous Information Request

Student ID or SSN: _____ **Phone:** _____

Name: _____ **Previous Name:** _____

Document Requested (check appropriate item(s) below)

- ☐ Immunization Record
- ☐ Placement Test Scores
- ☐ Copy of high school transcript (unofficial)
- ☐ Copy of other college transcript (unofficial)
 If multiple schools, list each school _____

- ☐ Other _____

Delivery Method

☐ Pick-up* Name: _____ - If you wish to have another individual pick up your letter for you, you must list his or her name above - Individual picking up request will be required to provide photo id.	☐ Mail Name/Company: _____ Address: _____ _____
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Student Signature: _____ **Date:** _____

(Signature must be Pen to Paper. Electronic Signatures not accepted. Proof of identification must be provided at time of submission. If mailing include copy of valid photo ID.)

*When authorizing a 3rd party to pick up, a copy of the student's valid ID containing student's signature must be provided.

Mail Form and Documents to: Student Records Office, One College Drive, Bentonville, AR 72712
 Turn in at: Enrollment Support Center located on the 2nd floor of the Student Center or at the Washington County Center.
 Upload the document to: <https://api.nwacc.edu/lss/finaid/filedropbox/> (You must have a My NWACC Connection login to do this.)