

Transcript Request Form

You are encouraged to request transcripts online from Parchment.com. If you cannot use Parchment, complete this form and return it by mail, fax, or email. Please see footer for contact information.

1. Student Information (please print legibly or type)

Last Name	First Name	MI	Previous/Maiden Name	Date of Birth
Current Address				
City	State/Province	Zip/Postal Code	Country	
Student UNHS ID	Email Address	Phone Number	Last Year of Enrollment	

2. Processing Instructions (please let us know when we should process your request)

Please Process: ☐ Now **All transcript requests are processed in the order received. Please allow 5-7 business days for processing.**

☐ Later (please select from the following options) ►

☐ Course Completion:

Please indicate the course or courses you wish to complete

Do you have any other instructions for processing your transcript request?

☐ My UNHS Graduation:

Please indicate when you intend to graduate

☐ Other:

3. Shipping Instructions (please indicate how and where we should send your transcript)

Send my transcript using: ☐ USPS/Postal Mail

► Delivery times will vary depending upon destination. Please allow adequate time for delivery.

☐ FedEx Priority Overnight

► A street address and phone number must be provided for each destination. You are responsible for all shipping fees and will be emailed regarding payment once the transcript(s) are ready to be shipped.

☐ Send my transcript to my home address listed above. No. of copies: _____

☐ Send my transcript to the address/address(es) I have listed below. (Please print legibly or type. A complete address is required.)

No. of copies: _____ To: _____

Address: _____

_____ Phone: _____

No. of Copies _____ To: _____

Address: _____

_____ Phone: _____

No. of Copies: _____ To: _____

Address: _____

_____ Phone: _____

No. of Copies: _____ To: _____

Address: _____

_____ Phone: _____

4. Signatures (Please sign on the appropriate line below. Transcripts will not be released without a handwritten signature.)

Parent Signature (if student is under the age of 18)



*Signature must be handwritten

Date _____

Student Signature (if student is 18 or older)



*Signature must be handwritten

Date _____

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