



TRANSCRIPT OF GRADES

Policy Name:	Transcript Of Grades
Effective Date:	Current
Responsible Office:	Registrar's Office
Category:	Enrollment and Academics

I. Purpose

Student requests for copies of their permanent grade record may be made in writing, through CatPAWS, on the online request form, or through the National Student Clearinghouse. Normally, a transcript can be issued upon 24 hours' notice; however, at the end of a term, at least two weeks' notice should be allowed for grade recording and processing.

II. Policy & Procedures

The student must send the transcript fee along with the written request or provide credit card information with the online request. Forms may be found at www.nwmissouri.edu/registrar/transcript.htm.

STUDENTS WHO ATTENDED 1988 - PRESENT

Printed Transcript

- Official printed transcripts can be requested online through the Secure Area of your 'CatPAWS account. You will need your User ID (Student 919#) and PIN to login.
- If you do not know your User ID (Student 919#) and/or PIN, request your 919# or PIN online. Your login information will be promptly e-mailed to you.
- Accessing the Online Request Form
 1. Visit 'CatPAWS and log into the 'Secure Area' with your User ID (Student 919#) and PIN.
 2. Click on the 'Student' tab.
 3. Select 'Student Records'.
 4. Select 'Transcript Request System'.

5. If you're sending an attachment with your transcript, please email it to registrar@nwmissouri.edu prior to submitting your transcript request.

Walk-In

- Requests may be made in person at the Office of the Registrar, Administration Building Room 207 during normal hours of operation.
- Payment must be made at the time of the request (cash, check, or money order).
- A valid photo ID must be presented at the time of the request.

PDF Transcript

National Student Clearinghouse

Electronic transcripts can be requested online through the Clearinghouse secure site.

1. You can place as many orders as you like in one session using any major credit card. Your card will only be charged after your order has been completed.
2. Order updates will be emailed to you, and are available via text message.
3. You can track your order online using your email address and order number.
4. Your PDF transcript is only valid for 60 days from the date it is downloaded.
5. You will receive an email from the National Student Clearinghouse if you have a hold on your account. Your credit card will not be charged, and your order will be canceled. Once you have cleared your hold, please resubmit your transcript request.

Unofficial Transcripts

- Visit 'CatPAWS and log in with your User ID (Student 919#) and PIN.
 1. Click on the 'Student' tab.
 2. Select 'Student Records'.
 3. Select 'Academic Transcript'.
 4. Select 'All Levels' and 'Web' type.
 5. Click 'Submit'.
 6. View, screenshot, print from your browser, or copy/paste all data into a Microsoft Excel file.

STUDENTS WHO ATTENDED PRIOR TO 1988

Electronic Request Form

- Submit an electronic request through our secure payment site.
<https://www.nwmissouri.edu/registrar/eTranscript.htm>

- Your signed consent will be required to fulfill your transcript order. A consent form will be generated after your payment is processed. You can return your signed consent form via fax, mail, or as a scanned email attachment.

Mailed Transcript Request

Download and mail in a transcript request form [View PDF](#) with cash, check, or money order. Download Available:

<https://www.nwmissouri.edu/registrar/transcript.htm>

All written requests must include a complete mailing address.

Walk-In

- Requests may be made in person at the Office of the Registrar, Administration Building Room 207 during normal hours of operation.
- Payments must be made at the time of the request (cash, check, or money order).
- A valid photo ID must be presented at the time of the request.

IMPORTANT NOTES

- Requests for transcripts cannot be made by email or by phone.
- A HOLD on your record prevents the release of transcripts.
- Transcripts are not issued to individuals who have Past Due financial obligations, Assessment Holds or an incomplete Admissions file.
- Normal processing time is 1-2 working days. Allow time for receipt by mail.
- Allow additional time during peak periods at the beginning and end of a semester as well as during the Holiday Season in mid-December through mid-January.
- If requesting a faxed transcript, students must verify that a faxed transcript will be accepted as official by the recipient before submitting their request. If a paper copy is required after the faxed transcript has been sent, the student must submit a new transcript request.
- If an incorrect address is provided, the student is responsible for ordering a new transcript.

REQUESTING HOUSED TRANSCRIPT FOR OTHER SCHOOLS

Northwest is the repository for transcript records of two other schools that are no longer in operation. Please visit this links for process to obtain transcripts from Tarkio College Students and Northwest Missouri Community College / Platt College Student <https://www.nwmissouri.edu/registrar/transcript.htm>