

MISCELLANEOUS INFORMATION  
REQUEST FORM

Processed by _____
Date _____
Scanned by _____
Date _____

ID# \_\_\_\_\_  
or  
SS# \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First MI

Current Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street or P.O. Box  
\_\_\_\_\_  
City State Zip

Other names under which records could be listed [i.e. maiden name, married name(s), nicknames]:

**Request Information**

**CHECK THE APPROPRIATE ITEM(S) BELOW:**

- |  |  |
|--|--|
| <input type="checkbox"/> Immunization Record                           | <input type="checkbox"/> Copy of other college Transcript * (unofficial) |
| <input type="checkbox"/> Placement Test Scores                         | School Name(s) _____   |
| <input type="checkbox"/> Copy of high school transcript * (unofficial) | <input type="checkbox"/> Other _____                                     |

\*Copies of high school transcripts and college transcripts must be sent directly to the student. Copies will not be sent to third parties.

**Sending Information**

**CHECK THE APPROPRIATE ITEM(S) BELOW:**

- |   |                  |
|---|------------------|
| <input type="checkbox"/> Mail (enter address →) | Mailing Address: |
| <input type="checkbox"/> Pick Up                | _____            |
| <input type="checkbox"/> Fax ____-____-_____    | _____            |

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Send this request to the Student Records Office by one of these three methods:

1. **Mail:** NWACC Student Records Office,  
One College Drive  
Bentonville, AR 72712
2. **Fax:** (479) 619-2229
3. **In person:** The Student Records Office is located on the second floor of Student Center.  
Hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m. and on Friday from 9:00 a.m. to 4:30 p.m. Exceptions to these hours are made during holidays.

**No one else (including your spouse, parent, etc) may pick up your information without your written permission. Identify by name the person who is authorized to obtain your information and include your original written signature.**

**Phone or e-mail requests are not accepted.**