

INSTRUCTIONS FOR ORDERING AN ELECTRONIC TRANSCRIPT THROUGH THE NATIONAL STUDENT CLEARINGHOUSE

Go to www.studentclearinghouse.org

Select Option: Order-Track-Verify

Select : Order a Transcript

Enter the **School you want to request your transcript** from:

Scroll to bottom of page - Select Order Transcript

Enter personal information as required

Who are you Sending your Transcript to

Select from Drop Down: **Education Organization, Application Service and Scholarships**

Select Organization:

Select from Drop Down: **North Dakota Board of Nursing**

Select Department: **ND Board of Nursing**

Select Transcript and Delivery Details

Processing Details

Which Transcript do you want sent?

Select : **"After Degree is Awarded"**

Delivery Information

Selected by personal choice if offered: Standard Processing or Rush Processing

How do you want your transcript sent?

Select preferred option: **Electronic or Mail**

If Electronic is an option: if prompted for an email, enter transcripts@ndbon.org

If Electronic is not option: contact your school registrar office per FERPA notice below

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.