

# ATTENDANCE RECORD REQUEST

Please complete the following form for attendance records requests. Enter the indicated information, then submit the completed form to the NHS Registrar. Your request will be processed within one week. \*The NHS Registrar will send you an email when your request has been processed.

Full Name: \_\_\_\_\_  
*Last First M.I.*

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*MM DD YYYY*

Time Frame: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
*MM DD YYYY MM DD YYYY*

~OR~

to \_\_\_\_\_  
*Start Academic Year End Academic Year*

Copies Requested: \_\_\_\_\_  
*May not exceed 10*

If request is for NHS Student Council  
**Positive Cultural Impact Scholarship**,  
enter "freshman" and "senior" for  
"Start" and "End", respectively.

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\*Email (required): \_\_\_\_\_