

Transcript Request

To request your New World School of the Arts high school transcript, please complete a NWSA Official Transcript Request Form.

[TRANSCRIPT REQUEST FORM](#)

Transcript request will be processed within 3-5 business days from the order date.

How to send your request:

Email or Mail (USPS) your completed transcript request to: Ms. Roca; Registrar.

By email: iflores12@dadeschools.net (Email MUST include subject line: **Transcript Request**)

By USPS mail:

New World School of the Arts
ATTN: Ms. Flores; HS Registrar
25 NE 2nd Street, RM 5614
Miami, FL 33132

Please be advised that all new transcript request is now \$2.00 per transcript.

Mail or bring in person a two-dollar money order with your request payable to New World School of the Arts. This option is for anyone requesting a hard copy for pick- up or USPS mail out. **No personal checks will be accepted.** Cash will ONLY be accepted in person. You must bring the *EXACT* amount.

For Pick – Up: the registrar will contact you to set a date and time for you to pick- up your transcript. Please have Money Order or *EXACT* Cash ready on your pickup date scheduled.

For USPS Mail: Money Order must be received prior to processing the transcript request. The registrar will contact you once your transcript has been mailed.

For alumni's who attended NWSA prior to 1990:

Anyone who graduated in or before 1990 needs to contact the Miami-Dade County Records Department at (305) 995-3289 or email them at records@dadeschools.net to order transcripts.

Click the link to access the Records Department site at:

<https://forms.dadeschools.net/#!/fullWidth/1391>

For current NWSA students:

Your first two transcripts are free of charge; three or more will be \$2.00 each through the Online Student Payment (OSP).

Complete a NWSA Official Transcript Request Form to send your transcript to Colleges/ Universities that **DO NOT** accept an electronic submission via SCOIR.

Some of the schools that DO NOT accept electronic submissions are international schools and some conservatories such as:

- Colburn School
- Manhattan school of Music
- Peabody Institute
- Cleveland Institute of Music
- New England Conservatory

Otherwise, your Initial transcript will be sent by your counselor electronically based on your school selections via SCOIR. Your final transcript will be sent by the Registrar based on your final school selection via SCOIR or MDCPS F.A.S.T.E.R. system.