



ALAMO  
COLLEGES  
DISTRICT

Northeast Lakeview College

# OFFICIAL TRANSCRIPT REQUESTS

## HIGH SCHOOL PROGRAMS (HSP) PARTICIPANTS

**Dual Credit registration and transcript holds apply for all HSP participants.**

**Pre-HS Graduation:** Contact your HSP Coordinator regarding transcript hold.

**Post-HS Graduation:** High School Counselor will submit your official final high school transcript with noted graduation date for processing (post graduation). Transcript hold will be permanently cleared for seamless transcript request.



### Login to ACES

Click on the "Student" tab > Web Services > Student Records > Order Official Transcript > Click "Begin Order" and complete required fields



### Send to a College/University

**Pre-HS Graduation Transcript Requests:** Official transcript requests must be sent to a College/University once hold is waived by HSP Coordinator. Personal transcript requests will be cancelled by Credentials Solutions.

- First transcript request is free.
- PDF requests are available.
- Transcripts are **NOT** printed on college campus.
- If student attended more than one Alamo College, single request-and-transcript will include all academic credit for Alamo Colleges District.

*Please contact Credentials Solutions at (847) 716-3005 for questions regarding process of if you encounter difficulty entering your order.*

Records & Transcripts  
[NLC Webpage Link](#)

Credentials Solutions  
(847) 716-3005

High School Programs  
nlc-hsprograms@alamo.edu  
(210) 486-5799