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TO: Post-Secondary Institution, Office of Admissions
FROM: Lynette Brower, Assistant Director
DATE: January 31, 2016
RE: Student Transcripts

Many post-secondary institutions are requiring students to provide a copy of a transcript from the Northwest Career & Technical Academy. NCTA is not a transcribing entity. Grades and courses are transcribed on the student's resident high school transcript by their high school registrar.

Please feel free to contact me directly should you need any clarification.