

If you are requesting transcripts to be sent to the Board via 3<sup>rd</sup> party transcript vendor National Student Clearinghouse, please follow these steps to request your transcripts and ensure they are correctly delivered to the California Board of Registered Nursing. From National Student Clearinghouse's website when selecting the recipient complete the following steps:

When on the ordering site at the Select Transcript and Delivery Details page select "**Education Organization, Application Service, Scholarship and Professional Licensing**" from the dropdown menu:

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

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.

Who are you sending your transcript to?

Education Organization, Application Service, Scholarship and Professional Licensing

Select Organization

Select Organization is required

Next select an organization from the dropdown box, here you will select "**California Board of Registered Nursing**". The Department Name field is optional and is not required to be completed.

Recipient All fields required, unless otherwise indicated

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Who are you sending your transcript to?

Education Organization, Application Service, Scholarship and Professional Licensing

Select Organization

California Board of Registered Nursing

Department Name

From this point follow the remaining directions to submit and pay for the transcript to be sent to the Board.