STUDENT TRANSCRIPT REQUEST FORM

If you left Howard County Public Schools *less than* five years ago, then contact your former school to obtain a copy of your transcript. If you left Howard County Public Schools *more than* five years ago, then:

- 1. Fill out the form on this page.
- 2. Print it out and sign it.
- Mail to Maryann Thomas; Howard County Public Schools; 10920 Rt. 108; Ellicott City, Maryland 21042.

Allow 7 business day to process the transcript request.

Your transcript request must include:

- 1. Your signature (sign the print-out of this page).
- 2. **Cash** or money order for \$4.00 per transcript payable to HCPSS.

Enter your name as i	t was when yo	u were last enrolled i	in Howard County Public Schools:
Last/Maiden:	First:	MI:	
Enter your name as it is now, (if different):			
Last/Married:	First:	MI:	

Your date of birth: / / (Example: 10/02/1956)

The High School from which you Graduated or Withdrew: School: The year you graduated: OR The year you withdrew:

Your current street address: Your current City, State, Zip: Daytime phone number: Home phone number:

Check here to have transcript(s) sent to your current address:

Number of transcripts to be sent to current address:

Complete the following to request that a transcript be sent to a third party: Name: Street Address:

City, State, Zip:

Total number of transcripts requested:

I give approval to have transcripts sent by U.S. Mail or transmitted electronically to those listed above.

Your signature:

Date of this request:

Walk-ins, please call for an appointment. 410-313-6799

To obtain SAT scores, contact The College Board at www.collegeboard.org To obtain GED information, contact Maryland State Department of Education, GED office at 410-767-0538.