



ATHOLTON HIGH SCHOOL

POST GRADUATE STUDENT TRANSCRIPT REQUEST FORM

Graduates from five or less years ago

Atholton High School can provide your transcript to you. Please complete these steps:

1. Complete this request form with signature (print and mail to: Atholton High School, Attn: Registrar, 6520 Freetown Road, Columbia, MD 21044)
2. Enclose **cash, check or money order** for \$4.00 *per transcript* payable to Atholton HS.

Graduates from more than five years ago

The HCPSS Central Office can provide your transcript to you. Please complete these steps:

1. Complete this request form with signature (print and mail to: Michele Cook; Howard County Public Schools; 10920 Clarksville Pike; Ellicott City, Maryland 21042)
2. Enclose **cash, check or money order** for \$4.00 *per transcript* payable to HCPSS.

Enter your name as it was when you were last enrolled 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: ____/____/____

The year you graduated: _____ **OR** The year you withdrew: _____

Your current street address: _____

Your current City, State, Zip: _____

Daytime phone number: _____ Email: _____

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 to be mailed to a third party:

Your signature: _____

Date of this request: _____

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

Allow 7 business days to process a transcript request.