

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.
3. Mail to HCPSS Student Records/Transcript Request; 10920 Clarksville Pike; Ellicott City, Maryland 21042.

Allow 7-business days 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 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: / / (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.