

# 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 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 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](http://www.collegeboard.org)

To obtain GED information, contact Maryland State Department of Education, GED office at 410-767-0538.