Request for Official Transcript

*Use this form to request transcripts for up to four (4) colleges/universities. All transcripts are provided free of charge.

FOR OFFICE USE ONLY
Authorization submitted
Received by (initials)
Envelopes attached
Date returned to student

Student’s Name: ________________________________
Address: ______________________________________
Phone: ________________________________
Counselor: ________________________________
Date of request: ________________________________

The Prince George’s County public school system transcript procedures are as follows:
A. Student and/or guardian must retrieve the Request for Official Transcript form from the School Counseling Office, Registrar’s Office, School System’s Website, or Parent Liaison’s Resource Room;
B. Student and/or guardian must complete the form and provide a stamped, addressed envelope for each college;
C. Student and/or guardian must return the completed form, and stamped addressed envelope(s), to the School Registrar;
D. School Registrar requires 3 working days to comply with request(s);
E. Copy of Request for Official Transcript form will be returned to the student once transcript is mailed.

Check Items to be Sent
___ Transcript  ___ Standardized Test Scores  ___ Counselor Letter  ___ Other

Transcript Mailing
For each college/university transcript, you must include a 9 ½” x 12” envelope addressed to the college/university where you want your transcript sent and your printed name in the top left hand corner of the envelope.

Name of College/University
Name of College/University
Street Address
Street Address
City State Zip Code
City State Zip Code
Secondary Report Attached ________
Secondary Report Attached ________
Transcript Deadline ________ Official __ Unofficial
Transcript Deadline ________ Official __ Unofficial

Name of College/University
Name of College/University
Street Address
Street Address
City State Zip Code
City State Zip Code
Secondary Report Attached ________
Secondary Report Attached ________
Transcript Deadline ________ Official __ Unofficial
Transcript Deadline ________ Official __ Unofficial

Student Signature: ________________________________
Date completed: ________________________________

Parent Signature: ________________________________
Registrar Signature: ________________________________