



Student Record Request Form

Central Records Office
MONTGOMERY COUNTY PUBLIC SCHOOLS
7210 Hidden Creek Road
Bethesda, Maryland 20817

MCPS Form 226-8
October 2010

- If you graduated or withdrew less than five years ago contact your former school to obtain your transcript and/or school records
- If you graduated or withdrew more than four years ago:

MAIL-IN REQUESTORS:

1. Complete **PART A** only, print out form and sign where indicated.
2. Prepare fee: \$5.00 per transcript. Acceptable payment forms: cash, check or money order payable to "MCPS."
3. Prepare self-addressed, stamped business-sized envelope(s), one envelope per each transcript requested.
4. Mail above 3 items to Central Records (address above).

Questions? Call Central Records: 301-320-7301

WALK-IN REQUESTORS: Complete and sign **PART A** only.

Part A: Requestor Information

Maiden Name: Last _____ First _____ MI _____

Married Name: Last _____ Date of Birth _____

School graduated or withdrawn from _____

Year of graduation _____ Year of withdrawal _____

I verify that I am entitled to receive the records requested above because: **MUST** **one of the below:**

- I am the subject of such records
- I am authorized by the subject of the record to receive their school records (documentation attached)

Requestor's Signature _____ Date _____

Current Address _____

City _____ State _____ ZIP Code _____

Phone no. _____

Part B: FOR OFFICE USE ONLY—Requestor Information other than above (e.g., phone verifications, etc.)

First _____ Last _____ MI _____

Address/organization _____

Phone no. _____

Type of record request (**ALL THAT APPLY**): transcript verification letter diploma all school records

IMM SAT PSY IEP subpoena phone verification attendance

No. of copies _____ Amount paid \$ _____ No charge

Paid with: cash check # _____ money order _____

Mode of request: walk in mail fax phone pony e-mail

Reel # _____ Image # _____ Scanned Hard copy

Date received _____ date completed/sent _____ by _____ (initials)

Notes _____

