

## Transcript Request Form

**Cost:** \$2.00 per official transcript

- Transcripts needed for college applications must be requested through Naviance. If a mid-year transcript is needed after the 1<sup>st</sup> semester, please use this form.
- Please allow up to three business days for processing

I, the undersigned, hereby give the Anne Arundel County Public Schools permission to release the records for: \_\_\_\_\_

Print Student's Name at time of attendance

<b>Student ID:</b>	<b>Transcript to be:</b>	<b>Deadline date:</b>
<b>Date of Birth:</b>	<input type="checkbox"/> Picked up by requestor <input type="checkbox"/> Mailed <input type="checkbox"/> Sent Mid-year (12 <sup>th</sup> grade only) <input type="checkbox"/> Sent to NCAA Clearinghouse <input type="checkbox"/> *Used for scholarship	<b>*Scholarships only:</b>
<b>Year of Graduation or Withdrawal :</b>		Recommendation letters needed? Y or N Number of recommendations needed _____ Name(s) of recommenders:

### Address of Institution/Organization for Mailing

<b>Name:</b>
<b>Institution/Organization Name:</b>
<b>Address:</b>
<b>Name:</b>
<b>Institution/Organization Name:</b>
<b>Address:</b>

<b>Name:</b>
<b>Institution/Organization Name:</b>
<b>Address:</b>
<b>Name:</b>
<b>Institution/Organization Name:</b>
<b>Address:</b>

<b>Student (Signature)</b>	<b>Date</b>
<b>Parent (Signature)</b>	<b>Date</b>

(Required if student is under 18 years of age)