

Prince George's County Public Schools
14201 School Lane * Upper Marlboro, Maryland 20772

Request for Official Transcript

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

Student's Name: _____

Address: _____

Phone: _____

Counselor: _____

Date of request: _____

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

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 1/2" 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: _____

Parent Signature: _____

Date completed: _____

Registrar Signature: _____