



Student Records Office Request

410-923-5045 (Phone) 410-923-5044 (Fax) | studentrecords@aacps.org

Monday–Friday 7:30am–2:30pm

Request for transcripts requires **payment of \$5.00 per copy** and takes 7 business days to process. Request for a duplicate diploma requires **payment of \$10.00 per copy** and takes 4–6 weeks to process. Please send payment in form of check or money order to AACPS, along with request form to the above address. Visa or MasterCard is also accepted. Please include your credit card number and expiration date along with this form. You can also e-mail your request to **studentrecords@aacps.org**.

Date of Request _____

I, _____, hereby give Anne Arundel County

Public Schools permission to release the records of _____
(Student's name while in school — please print)

Last Anne Arundel County Public School attended _____

Please write in one of the following Year Graduated _____ or Year Withdrawn _____

Date of Birth _____

Record(s) Requested _____ High School Transcript \$5.00

_____ Duplicate Diploma \$10.00

Credit Card Number and **Expiration Date** _____ MasterCard/ Visa *(Circle One)*

This is a Non-refundable Form

Student Signature _____
(Request Cannot Processed Without Signature)

Current Address _____
(Number & Street, City, State, Zip Code)

Daytime Phone Number _____

Please indicate where you want these documents mailed, e-mailed, or faxed.

1. Name _____

Address _____
(Number & Street, City, State, Zip Code)

2. Name _____

Address _____
(Number & Street, City, State, Zip Code)