

Student Records Office – AACPS – 8307 Grover Rd.- Millersville, MD 21108

Phone: 410-222-3869 FAX: 410-222-3870
Monday – Friday 8:00AM – 3:00PM

Request for transcripts and immunization records 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 6 – 8 weeks to process. Please send payment in form of check or money order made payable 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 request form.

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 A. A. 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Please write in one of the following: Year graduated _____ or Year withdrawn _____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

_____ Immunization Records \$5.00

Credit Card #, Exp. Date & V-Code _____ MasterCard/Visa (Circle one)

To obtain SAT scores, contact the College Board at 1-800-927-4302

To obtain GED information, contact Department of Education GED office at 410-767-0538.

Student Signature: _____
(Request cannot be processed without signature)

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

Daytime Phone Number: (_____) _____

Please indicate where you want these documents mailed:

1. Name: _____

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

2. Name: _____

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

