

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

Phone: 410-222-3869 FAX: 410-222-3870

Email: StudentRecords@AACPS.org

Monday – Friday 8:00AM – 3:00PM

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

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. If you are ordering a duplicate diploma please put your full name.

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Please write in one of the following: Year graduated \_\_\_\_\_ or Year withdrawn \_\_\_\_\_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 \_\_\_\_\_ MasterCard/Visa (Circle one)

**This is a non-refundable fee.**

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 Faxed, Mailed, or E-Mailed:**

1. Attn: \_\_\_\_\_

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

2. Attn: \_\_\_\_\_

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