

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 a transcript 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.

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Year withdrawn _____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

To obtain SAT scores, contact the College Board at 609/771-7600.
To obtain GED information, contact Department of Education 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)