

**Student Records Office** – AACPS – 8313 Grover Rd, Millersville, MD 21108

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

Email: [studentrecords@aacps.org](mailto:studentrecords@aacps.org)

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Please write in one of the following: Year graduated \_\_\_\_\_ or Year withdrawn \_\_\_\_\_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)

This is a non-refundable fee.

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

Student Signature: \_\_\_\_\_

*(Request cannot be processed without an original 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)*