

Prince George's County Public Schools
14201 School Lane * Upper Marlboro, Maryland 20772

Request for Official Transcript

**Use this form to request transcripts for up to four (4) colleges/universities. All transcripts are provided free of charge.*

Student's Name: _____

Address: _____

Phone: _____

Counselor: _____

Date of request: _____

FOR OFFICE USE ONLY	
Authorization submitted	
Received by (initials)	
Envelopes attached	
Date returned to student	

The Prince George's County public school system transcript procedures are as follows:

- A. Student and/or guardian must retrieve the Request for Official Transcript form from the School Counseling Office, Registrar's Office, School System's Website, or Parent Liaison's Resource Room;
- B. Student and/or guardian must complete the form and provide a stamped, addressed envelope for each college;
- C. Student and/or guardian must return the completed form, and stamped addressed envelope (s), to the School Registrar
- D. School Registrar requires 3 working days to comply with request(s);
- E. Copy of Request for Official Transcript form will be returned to the student once transcript is mailed.

Check Items to be Sent

Transcript Standardized Test Scores Counselor Letter Other

Transcript Mailing

For each college/university transcript, you must include a 9 1/2" x 12" envelope addressed to the college/university where you want your transcript sent and your printed name in the top left hand corner of the envelope.

Name of College/University

Name of College/University

Street Address

Street Address

City State Zip Code

City State Zip Code

Secondary Report Attached _____

Secondary Report Attached _____

Transcript Deadline _____ Official__ Unofficial__

Transcript Deadline _____ Official__ Unofficial__

Name of College/University

Name of College/University

Street Address

Street Address

City State Zip Code

City State Zip Code

Secondary Report Attached _____

Secondary Report Attached _____

Transcript Deadline _____ Official__ Unofficial__

Transcript Deadline _____ Official__ Unofficial__

Student Signature: _____

Parent Signature: _____

Date completed: _____

Registrar Signature: _____