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OFFICIAL TRANSCRIPT REQUEST FORM

Please complete the following form and email it to Diane.Harding@fcps.org
Once the transcript is processed, we will contact you. Processing usually takes 1-3 business days.
Students are responsible for mailing their own transcripts.

SAT/ACT Scores: All SAT and ACT scores must be submitted by the student, via www.collegeboard.com
(for SAT) and www.ACT.org (for ACT).

Student's Name: _____ Date of Birth: _____

Last Year Attended or
Year of Graduation: _____

Email Address: _____

Phone: _____

How many official hard copies do you need? _____

Do you need a counselor recommendation?
If yes, how many? _____

Why are you requesting a transcript?
(ex. College App., scholarship, etc.) _____

FOR OFFICE USE ONLY	
Date Received:	
Date Released:	
Amount Paid:	