



5850 Eaglehead Drive, Pikesville, MD 21754  
Phone: 240-566-9430 Fax: 240-566-9440

### OFFICIAL TRANSCRIPT REQUEST FORM

Please complete the following form and email it to [Diane.Harding@fcps.org](mailto:Diane.Harding@fcps.org)

Once the transcript is processed, we will contact you. Processing usually takes 1-3 business days. The cost for each transcript is \$2.00. The office accepts cash or check only. Please bring exact change.

**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](http://www.collegeboard.com) (for SAT) and [www.ACT.org](http://www.ACT.org) (for ACT).

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Year Attended/  
Year of Graduation: \_\_\_\_\_ OR Current Grade \_\_\_\_\_

Address While Attending Oakdale: \_\_\_\_\_  
\_\_\_\_\_

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:	