



## Transcript Request Form

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

MDCPS student ID: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Have you graduated? **No** : Current grade level? \_\_\_\_\_ **Yes** : What year? \_\_\_\_\_

Please send only one request per student. Multiple requests will not expedite the process. **It is the student's responsibility to pick up the transcripts from the Registrar's office.** Please be aware that each transcript will cost \$3.00 per transcript requested. Transcripts will require 2-5 business days to be processed.

**\* HARD COPY ORDERS ONLY:**

**Official** copy(ies)  No. of copy(ies): \_\_\_\_\_

**Unofficial** copy(ies)  No. of copy(ies): \_\_\_\_\_

**\* ELECTRONIC COPY ORDERS ONLY:** List the schools, colleges, and/or scholarship programs you are sending transcripts to. Be aware that **not** all colleges and universities process transcripts electronically.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Note:** failure to complete this form correctly will cause unnecessary delays.

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

**Do not write below this line**

**OFFICIAL USE ONLY**

Paid total amount: \$ \_\_\_\_\_

Date ordered on DSIS: \_\_\_\_\_

