

BALTIMORE CITY PUBLIC SCHOOLS

Stephanie Rawlings-Blake
Mayor, City of Baltimore

Marnell A. Cooper
Chair, Baltimore City Board of
School Commissioners

Gregory E. Thornton, Ed.D.
Chief Executive Officer

Transcript Request Directions

To request a copy of your high school transcript, please follow the directions below:

- 1) Complete the Transcript Request Form. Access available through:
 - a. City Schools' website at www.baltimorecityschools.org; double click on "Students & Families" at the top, then click on the "Information for Every Day", then click on "Publications and Forms", then click on the "Request for student transcripts" link to download the documents. Or you can go to www.baltimorecityschools.org/transcript
 - b. Email or phone call to Office of Student Records so that a transcript request form is mailed to you
- 2) Compile a **photo copy of the requestor's identification card or birth certificate** along with the completed transcript request form.
 - a. See table below for specific information required by requestor.
- 3) Return the completed form, along with a non-refundable \$5.00 service/search fee (money order or business check only) via mail or in person to the Office of Student Records (200 E. North Ave. Baltimore, MD 21202). The only exception to the service fee is for the individuals incarcerated, individuals that are homeless, active military members, and /or records requested by the courts or their agents.
- 4) The transcript form must be completed in its entirety to avoid having the application returned. Please note that the transcript search takes approximately **5-10 business days** depending on the extent of the search required and upon receipt of the request. **We do not offer same day service.**

Requestor	Required by Requestor
Students	Request form, ID or Birth Certificate and \$5.00 money order only.
Parents	If student is 18+ parents must have ID, letter giving permission to apply and obtain transcript for student, request form, copy of students ID or Birth Certificate and \$5.00 money order only.
College, Universities, etc.	Schools release of information form signed by the student, request form completed and signed by student, copy of students ID or Birth Certificate and \$5.00 business check.
Hiring firms	Agency release of information form signed by the student, Request form completed and signed by student, copy of students ID or Birth Certificate and \$5.00 business check.
Other agencies (e.g.-investigative)	Schools release of information form signed by the student, Request form completed and signed by student, copy of students ID or Birth Certificate and \$5.00 business check.

Note:

- **Requests for transcripts after year 2000** may be obtained at the last school attended.
- **Request for transcript prior to year 2000** may be obtained from the Office of Student Records **ONLY.**
- **CLOSED high schools** – Requests/inquiries should be directed to the Office of Student Records **ONLY.**

Please contact 443-984-2000 or email studentrecords@bcps.k12.md.us with any questions. Thank you.

Office of Student Records * 200 East North Avenue Baltimore, Maryland 21202 * 443-984-2000

Revised: August 2015

Baltimore City Public Schools
Request for Student High School Transcript
www.baltimorecityschools.org
443-984-2000 / studentrecords@bcps.k12.md.us

PLEASE PRINT LEGIBLY AND FILL IN BLANKS

Today's Date: _____

Important: **\$5.00 search fee – Non-refundable – NO cash**
Money order or Business Checks payable to: Baltimore City Public Schools

Your Name (when attending BCPS) _____ Birth Date ____ / ____ / ____
(Please print legibly) First MI *Maiden Last

Mother's Name: _____ Father's Name: _____

Last High School Attended: School#: _____ School Name: _____

Last Year Attended _____ Last Grade Attended _____ Graduated: Yes No

Did you attend Saturday School? _____ Summer School? _____

If so, what year(s)/where? _____

Last address while attending BCPS: _____

Transcripts will be mailed to:

Name of Agency, college, employer or self: _____

Address: _____ City: _____ State: _____ Zip Code: _____

AUTHORIZATION NOTIFICATION:

I hereby authorize the Information Technology Department of the Baltimore City Public Schools System to release information concerning my records. I understand that the recipient of the record(s) will use said document(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other party or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.

Printed Name: _____ Signature: _____

Present Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: (Home) _____ Cell) _____ (Work) _____ Email address: _____

Please mail or deliver in person:

1. The completed request for student high school transcript form
2. Non-refundable \$5.00 money order or business check made payable to Baltimore City Public Schools (*Sorry, no personal checks or cash accepted.*)
3. Copy of driver's license, state issued ID or birth certificate

**To: Baltimore City Public Schools
Office of Students Records
200 East North Avenue
Baltimore, Maryland 21202**

Please note that the \$5.00 search fee covers the cost of searching for the requested records/transcripts

Revised: August 2015