



RICHARD MONTGOMERY HIGH SCHOOL

250 Richard Montgomery Drive
Rockville, Maryland 20852
Phone: (301) 610-8000 Fax: (301) 279-8428
Damon Monteleone, Principal



FORMER STUDENT OFFICIAL and UNOFFICIAL TRANSCRIPT REQUEST FORM

DATE: _____

There is a \$3.00 fee for each hard copy/sealed official transcript. We accept cash or checks. Allow 10 business days for processing. You may pick up between 7:30 am to 3:30 pm.

There is no charge to send an official transcript to an admissions office email address.

If you need an unofficial transcript sent to your email, there is no charge for that. Please provide your email address: _____.

Send this form to [Erin M Stamets@mcpsmd.org](mailto:Erin_M_Stamets@mcpsmd.org) or drop it off in the counseling office. Call Mrs. Stamets at 240-740-6122 if you have any questions or send her an email.

STUDENT NAME: _____ DATE OF BIRTH: ___/___/___

YEAR OF GRADUATION/OR WITHDRAWAL: _____ MCPS STUDENT ID# _____

1. I request to pick up ____ (number of transcripts) for \$3.00 each. Total due: _____

2. I request that my transcript be sent electronically to an admissions office email address(es):

If someone other than you will pick up the transcript, sign below and provide their name:

I, _____ am allowing _____ to pick up my transcript(s).

Student Signature _____ Date _____

IMPORTANT: If you who want to pick up hard copies, include an email address or phone number that you check regularly, and I will contact you when your order is ready for pick up.

Email address

Phone Number

Office Use Only: Date Processed _____ Date Notified _____ Amount Paid _____