



RICHARD MONTGOMERY HIGH SCHOOL

250 Richard Montgomery Drive
Rockville, Maryland 20852
Phone: (240) 740-6120 Fax: (301) 279-8428
Alicia Deeny, Principal



FORMER STUDENTS OFFICIAL and UNOFFICIAL TRANSCRIPT REQUEST FORM

**DO NOT USE THE FORM IF YOU GRADUATED MORE THAN 5 YEARS AGO. CONTACT MCPS
CENTRAL RECORDS**

<https://www.montgomeryschoolsmd.org/departments/sharedaccountability/records.aspx>

There is a \$3.00 fee for each official transcript. We accept exact cash, checks, or you may also pay via the Richard Montgomery on line payment system: <https://www.schoolcashionline.com/>

Once you have paid, please email a copy of the receipt to Mrs. Stamets.
Allow 10 business days for processing. If you choose to pick up your transcripts, arrive 8:00 am to 3:00 pm.

If you need an unofficial transcript sent to your email, there is no charge. 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, have mailed, or emailed _____ (number of transcripts) for \$3.00 each.
Total due: _____

2. I request that my transcript is mailed to:

3. 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 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 _____