



FORMER STUDENT -TRANSCRIPT REQUEST PROCESS

- ✓ Complete and sign Official High School Transcript Request Form
- ✓ Enclose **fee of \$2.00** for each transcript requested
 - **BUSINESS CHECK** or **MONEY ORDER** made payable to Harford County Public Schools
- ✓ Mail completed request and fee to the school from which you graduated or withdrew

SCHOOL ADDRESS	MAIN OFFICE	SCHOOL COUNSELING OFFICE PHONE & FAX NUMBERS
Aberdeen High 251 Paradise Road Aberdeen, MD 21001-2399	410-273-5500	410-273-5585 Fax – 410-273-5587
Alternative Education - CEO 253 Paradise Road Aberdeen, MD 21001-2492	410-273-5594	410-273-5594 Fax- 410-273-5592
Bel Air High 100 Heighe Street Bel Air, MD 21014-4196	410-638-4600	410-638-4606 Fax – 410-638-7953
C. Milton Wright High 1301 N. Fountain Green Rd Bel Air, MD 21015-2599	410-638-4110	410-638-4270 Fax – 410-638-4114
Edgewood High 2415 Willoughby Beach Road Edgewood, MD 21040-3496	410-612-1500	410-612-2071 Fax – 410-612-1585
Fallston High 2301 Carrs Mill Road Fallston, MD 21047-1899	410-638-4120	410-638-3542 Fax – 410-638-4125
Harford Technical High 200 Thomas Run Road Bel Air, MD 21015-1699	410-638-3804	410-638-3884 Fax – 410-638-3820
Havre de Grace High 700 Congress Avenue Havre de Grace MD 21078	410-939-6600	410-939-6603 Fax – 410-939-6667
Joppatowne High 555 Joppa Farm Road Joppa, MD 21085-4698	410-612-1510	410-612-1510 Fax - 410-612-1528
North Harford High 211 Pylesville Road Pylesville, MD 21132-1398	410-638-3650	410-638-3650 Fax – 410-638-3632
Patterson Mill Middle/High 85 Patterson Mill Road Bel Air, Maryland 21014	410-638-4640	410-638-4633 FAX- 410-638-4646
All other schools not listed above please call: Office of School Counseling	410-588-5245	

**AUTHORIZATION TO RELEASE
OFFICIAL HIGH SCHOOL TRANSCRIPT**

First Middle Maiden Last

Address City/State/Zip

Phone Date of Birth Social Security Number (last 4 digits only)

Last HCPS High School Attended: _____ Last Grade Attended _____

Graduated: Yes Year of Graduation _____

No Year of Withdraw _____

Please mail the transcripts to:

Transcript requested for: college scholarship employment military personal use

Note: The third party that requested your transcript may require that it be issued to you in a sealed envelope and given to them with the seal unbroken. Opening the envelope will render the transcript **invalid or unofficial** for many reasons such as admission to college, military, and employment purposes. Please order two transcripts if you need a copy for personal use.

Authorization Notification

As the individual about whom this information is being requested, I hereby authorize the Office of School Counseling of the Harford County Public Schools system to release information concerning my records. I understand that the recipient of the records(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.

Signature

Date

- ✓ Please allow 7-10 business days for processing
- ✓ Enclose fee of \$2.00 for each transcript requested - Business Check or Money Order made payable to Harford County Public Schools