

# Transcript Procedures - Former Students

(Duplicate Diplomas are not available)

1. Former students shall complete and sign a Carroll County Public School "Transcript Request Form" or submit a letter requesting an official transcript with the following required elements:

Current Name

Address

Phone Number

Date of Birth

Name at time of graduation/withdrawal

Year of graduation/withdrawal

School attended at time of graduation/withdrawal

Number of transcripts requested

If transcript will be picked up in-person, name of person (photo ID required).

If mailed, name and address for mailing

Signature of former student requesting transcript

**Exact cash, check or money order - \$5.00 per transcript**

2. Requests with a Digital Signature shall only be accepted when sent electronically and when Carroll County Public Schools can verify that the signature is authentic. Such requests shall be e-mailed to [transcript@carrollk12.org](mailto:transcript@carrollk12.org). **The request shall not be honored until payment is received.**
3. Requests with Electronic Signatures shall not be accepted. Rather, the applicant shall complete a Carroll County Public School Transcript Form or submit a written request as outlined above.
4. All business requests for verification of graduation, via an official transcript, shall be obtained by submitting a written business request for a verification accompanied by a signed release by the individual whose graduation is being verified. There is no fee for a business request. An official transcript shall be returned via first class mail. Telephone and fax verifications of graduation, via an official transcript, shall not be honored. Allow a minimum of 10 business days from the date of our receipt for a response.
5. Business requests for verification of graduation that do not require an official transcript may be made via telephone, fax, or email. No signed release is required, and no fee will be charged. Verification of the graduation shall be made via telephone, fax, or email to the business.
6. A \$5.00 fee per transcript must accompany all transcript/graduation verification requests prior to processing the request. Exact cash, check or money orders are accepted, made payable to CCPS. A receipt shall be provided for all cash transactions. A fee of \$30 will be charged for insufficient check funds.
7. Allow a minimum of 10 business days from the date of our receipt of the request for a response.