

**ACADEMIC VERIFICATION OF GRADUATION AND  
REQUESTS FOR OFFICIAL TRANSCRIPTS & OFFICIAL DUPLICATE DIPLOMAS**

The information provided pertains only to students who are no longer enrolled in Baltimore County Public Schools (BCPS). All requests involving GED's are to be directed to the Maryland GED State Board of Education at **410-767-0538**. **Our schools and central offices are open 12 months out of the year, with exception of certain holidays.**

**I. COMPANY/INSTITUTION VERIFICATIONS – (One Option)**

For companies or institutions wishing to obtain a verification of academic graduation only, please dial **443-809-6360** and select the specific verifications prompt. Do not use the "Official Transcript & Official Duplicate Diploma Request Form" for graduation verification purposes. Baltimore County Public Schools does not charge for verification of graduation, but you must follow the specific instructions provided. **(Please refer to Section II – Paragraph 3 – the first six bullets.)** All verification requests are to be faxed to **410-238-1817** (use no other fax number) on company or institution letterhead, and include a complete return mailing address and an actual signed or proof of electronic release. Please allow a minimum of ten (**10**) school days for verification requests to be processed. **All processed requests will be mailed back.** **NOTE:** No faxed request for graduation verification should ever exceed five (5) pages total, including the fax cover. Failure to follow the above specific instructions may result in the delay of the request being processed in a timely manner.

**II. OFFICIAL TRANSCRIPTS AND OFFICIAL DUPLICATE DIPLOMAS – (Three Options)**

**The only student record mandated to be archived in Maryland is the actual course transcript. We archive no other records.** For students who are currently enrolled in a Baltimore County Public School, you must contact the school directly. **We do not issue unofficial transcripts or diplomas.** An official transcript and official duplicate diploma bears the stamp verifying the document is issued by Baltimore County Public Schools, a signature certifying the document's authenticity, and is sealed upon receipt. Official transcripts and diplomas are legal sensitive documents whose release requires a written signature.

To request an official transcript or official duplicate diploma for a student no longer enrolled in our system, you may complete and return the **Official Transcript & Official Duplicate Diploma Request Form**. If you wish to obtain the official document(s) in person, no appointment is necessary, but you are advised to call **443-809-6360** for specific hours of operation and directions to the office. [Normal hours are 8:30 AM to 4:00 PM – closed between 1-2 PM – Monday through Friday. Please plan to arrive no later than 3:30 PM.]

If you do not have access to a computer or printer, or are unable to pick the document(s) up in person, you may request the document(s) by mail. All written requests **must** be typed or clearly printed and contain the following information:

- Student's full and complete legal name -- no abbreviations.  
**In the case of multiple names, always specifically note the last FULL LEGAL NAME student was enrolled under in our system.**
- Student's **complete** date of birth
- Calendar year of graduation or last calendar year attended
- Name of school graduated from or last attended in our school system
- A signed or electronic release by student
- A **complete** return mailing address and phone number
- Payment is by money order or standard business check only (neither cash nor personal checks accepted) as follows: **\$2** per official transcript and **\$3** per official duplicate diploma [payments may be combined for multiple documents]. **Service/search fees are non-refundable.**

Please mail completed request for official transcripts and official duplicate diplomas to:

**Baltimore County Public Schools  
Attn: Ms. Henderson – Office of Enterprise Applications  
9611 Pulaski Park Dr – Ste 307  
Baltimore, MD 21220.**

Once the completed request is received, please allow a minimum of **15** school days for it to be processed and mailed. **Requests received via Express Mail, FedEx, Priority Mail, or UPS will be processed much sooner.**

If someone other than the former student is to obtain said official document in person, that individual **must** present a separate signed release from the former student providing student is 18 years of age or older. Said release must state the name of the person picking up said document and grant that individual permission for same. **Form of payment remains the same, and a photo ID of the individual picking up the document(s) is required.**

**(Download the form on the next page for official transcripts & official duplicate diplomas.  
Do not use this form for company/institution verification of graduation.)**

[Rev 09/2017]

# BALTIMORE COUNTY PUBLIC SCHOOLS

Verletta White, Interim Superintendent

6901 Charles Street – Towson, MD 21204

Mr. Mark Gingerich, Supervisor - Office of Enterprise Applications	<b>Baltimore County Public Schools</b> Attn: Ms. Henderson – Office of Enterprise Applications 9611 Pulaski Park Drive – Ste 307 Baltimore, MD 21220	Ms. Veronica Henderson, M.S. <b>443-809-6360</b> Fax #410-238-1817
BCPS Website: <a href="http://www.bcps.org">www.bcps.org</a>		

## OFFICIAL TRANSCRIPT & OFFICIAL DUPLICATE DIPLOMA REQUEST FORM

NOTE: This form is to be used to obtain transcripts for students who are **no longer enrolled** in Baltimore County Public Schools. *Submit this completed form with appropriate payment to address indicated herein.*

Indicate: # of **Diplomas** requested \_\_\_\_\_ (\$3 each) # of **Transcript** requested \_\_\_\_\_ (\$2 each)

**MOST IMPORTANT:** Fees **must** accompany form. *Neither personal checks nor cash accepted. If ordering multiple documents, payments may be combined. Service/search fees are non-refundable and **must** be paid by money order or standard business check made payable to:*

*Return to:*

**Baltimore County Public Schools**  
Attn: Ms. Henderson –  
Office of Enterprise Applications  
9611 Pulaski Park Dr – Ste 307  
Baltimore, MD 21220

### Baltimore County Public Schools

Note: Have you requested a transcript since July 1<sup>st</sup> of the current academic year? Yes \_\_\_\_\_ No \_\_\_\_\_

1. **Complete & Full Legal** Name \_\_\_\_\_ ( \_\_\_\_\_ )

Complete First Complete Middle Complete Last **Maiden or Last Name Used While Attending BCPS**

Check Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

2. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Daytime Phone# \_\_\_\_\_

3. Name of last Baltimore County Public School Attended: \_\_\_\_\_

4. Actual year of **Graduation**: \_\_\_\_\_ **OR** Actual **calendar** year of **Withdrawal** \_\_\_\_\_

5. If not being picked up in person, please provide a **complete mailing address** where document(s) is/are to be mailed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 6. AUTHORIZATION NOTIFICATION

*As the individual about whom this information is being requested. I hereby authorize Baltimore County Public Schools 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.*

**NOTE:** If someone **other than the student** is to pick up the requested document(s), said individual **must** present a separate and signed written statement naming and authorizing **by signature** said individual to receive said document(s). Person picking up will sign on the first line below.

\_\_\_\_\_  
*Signature of Person about whom information is being requested (If person is 18 years of age or older)*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Rev. 09/2017**

\_\_\_\_\_  
*Signature of Parent/Legal Guardian/Designee of above (If person is under 18 years of age or release is issued)*