

ACADEMIC VERIFICATIONS, OFFICIAL TRANSCRIPTS & OFFICIAL DUPLICATE DIPLOMAS INFORMATION

I. To Obtain a Business or Agency Academic Verification of High School Graduation ONLY

All **business or agency requests** for academic verification of **high school graduation ONLY** from Baltimore County Public Schools are always mailed back. We do not fax back, issue verbal verifications, nor complete outside forms.

All requests are to follow the guidelines as indicated and are not to be faxed or mailed anywhere else!

- All written business or agency requests for verification of **high school graduation** **must** be submitted on official company letterhead that provides a return mailing address, and must include or be accompanied by a signed release by the individual being investigated, and name and complete phone number of staff person making the request. We do not charge for graduation verifications if the student graduated from our system. **If student did not graduate from our system, a separate and specific request for an official transcript must be made and paid for in advance as indicated below.**
- All business or agency requests **must** include the student's complete and full legal name (*always circle the last legal name student was listed under in our system if it differs from student's current name*), date of birth, name of high school graduated from, and calendar year of graduation. **We do not handle GED requests. All requests regarding GED's must be directed to the Maryland GED State Board of Education – 410-767-0538.**
- All written business or agency requests **should** be faxed to: **410-238-1817 – Attn: Ms. Henderson.**
SPECIAL NOTE: No faxed verification request should ever exceed five (5) pages including fax cover.

Note: Once your request containing all information we require has been received, you are to allow a minimum of 10 school days for request to be processed and returned via first class mail. With the exception of certain holidays, all schools and central offices are open 12 months out of the year.

II. To Obtain an Official Duplicate Diploma and/or Official Transcript **[Only official documents are issued]**

All requests for documents **must** be submitted in writing, be clearly printed or typed, and contain **all** of the following:

- Individual's **complete and full legal name** - *no abbreviations*. (*Always circle the last legal name student was listed under in our system if it differs from student's current name*),
- Date of birth.
- Name of last school attended and calendar year of graduation or last attended.
- **Complete and full return mailing address** - (*include name of institution or business if this applies*)
- Signature (or signed release) of person named in document if 18 years of age or older. If under 18, signature of parent or guardian must be affixed.
- Payment in the correct amount and form. -- The current cost of each official duplicate diploma is **\$3** and the cost for each official transcript is **\$2**. Payment **must** be in the form of a money order or standard business check made payable to **Baltimore County Public Schools**. Neither personal checks nor cash will be accepted, and payments may be combined. The following address is the **ONLY** address where requests are to be mailed:

**Baltimore County Public Schools
Attention: Ms. Henderson – Student Data
9611 Pulaski Park Dr – Ste 307
Baltimore, MD 21220**

Note: Once your request containing all the information we require has been received, you are to allow a minimum of 15 school days for the request to be processed and returned via first class mail. With the exception of certain holidays, all schools and central offices are open 12 months out of the year.

Persons wishing to obtain an official duplicate diploma and/or official transcript **in person** on days schools are in session **should** call **443-809-6360** for specific times of operation and directions. No appointment is necessary and payment is still by money order. **SPECIAL NOTE:** If someone other than the former student is to obtain said official document, that person **must** present a 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. A photo ID of the individual obtaining said document is required and must be presented. **All requests regarding GED's must be directed to the Maryland GED State Board of Education – 410-767-0538.**

(Use ONLY the Form on the Next Page for Ordering an Official Diploma and Official Transcript)

NOTE: Do not download or include any other forms from any other BCPS links! [Rev 03/2017]

BALTIMORE COUNTY PUBLIC SCHOOLS

S. Dallas Dance, Ph.D., Superintendent

6901 Charles Street – Towson, MD 21204

Mr. Mark Gingerich,
Supervisor -
Student Data & Reporting

Baltimore County Public Schools
Attn: Ms. Henderson – Student Data
9611 Pulaski Park Drive – Ste 307
Baltimore, MD 21220

Ms. Veronica Henderson, M.S.
443-809-6360
Fax #410-238-1817

BCPS Website: www.bcps.org

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.** Required fees **must** be paid by money order or standard business check and made payable to:

Baltimore County Public Schools

Return to:

Baltimore County Public Schools
Attn: Ms. Henderson – Student Data
9611 Pulaski Park Dr – Ste 307
Baltimore, MD 21220

Note: Have you requested a transcript since July 1st 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.

Date: _____ / _____ / _____

Rev. 03/2017

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

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