

Previous Student Transcript Request

Please submit this form to our office along with the \$2.00 per transcript requested. We only accept cash, checks, and money orders. It usually takes 24-48 hours to process the request from the time that we receive it. Official Transcripts will be sent in a sealed envelope to the address(es) specified below. Envelopes should be unsealed only at its final destination.

- ACT/SAT scores are no longer part of the FCPS transcript.
- Only the student, his/her parents, or spouse may request a transcript for the student.
- If you transferred to or graduated from another high school, you must request transcript from your *final* school attended.
- We do not accept verbal requests over the phone.
- Forms and fees cannot be submitted separately.
- Forms will not be accepted via e-mail or fax.

| Name of Student: First Middle Last Suffix |
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| Name of Student While Attending FHS (if different): |
| Date of Birth: (MM/DD/YY) Choose one: |
| Choose one: |
| ☐ I graduated from FHS Year: ☐ I did not graduate from FHS. The last year I attended FHS: Choose one: ☐ I will pick-up my transcript when it is ready ☐ Please send to: |
| □I did not graduate from FHS. The last year I attended FHS: Choose one: □I will pick-up my transcript when it is ready □Please send to: □ Date: Signature Select Relationship to student: Phone Number: |
| Choose one: I will pick-up my transcript when it is ready Please send to: |
| □I will pick-up my transcript when it is ready □Please send to: □Date: □Signature Select Relationship to student: □Date:□Date |
| Date: Signature Select Relationship to student: Phone Number: |
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| Select Relationship to student: Phone Number: |
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| □Self □Parent □Spouse |
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| For Office Use Only |
| Cash Date Received |
| Check V# Date Released |
| MO Amount Baid |

Processing Notes:

Alumni Transcript Requests.doc