Gwynn Park High School
Guidance Department
Brandywine, MD 20613

Transcript Request

One form may be used for multiple transcript requests providing all transcripts are to be processed in the same manner. Otherwise, please complete a separate form for each transcript requested.

Instructions: *Please complete this form and allow **7** business days after receipt for "normal" processing.*

Name: _____
Last First Middle

Address: _____

_____
City State Zip Code

ID#: _____ Date of Birth: _____

Transcript Type: _____Official or _____ Unofficial

Number of transcripts being requested: _____ ***First 5 transcripts are free. A fee of two dollars ($2.00) is charged for each additional transcript.***

Please check if transcript is to be used for one of the following:

____ College admission ___ Scholarship Application ____ Other

If transcript is to be mailed, please give address below:

Today's Date: ____/_____/_____ Signature: _____

Official Use:

Date completed	Completed by	ID presented	Copies Made
_____	_____	_____	_____