

Student Transcript Request Process

If you graduated or withdrew:

Less than five years ago

Contact your former school to obtain your transcript

More than five years ago

Fill out the form below, print it out, mail, fax, or apply in person.

Apply in person or mail your request to:

Microfilming Office
Prince George's County Public Schools
14201 School Lane Room 127
Upper Marlboro, Maryland 20772

Fax Number: 301-952-6947

Office Hours are 8:00 am until 4:00 pm

Your transcript request **must** include your signature.

Transcript Request Form

Name as it was when you were last enrolled in PGCPs:

Last/Maiden

First Name

Middle Initial

Name as it is now, (if different):

Last/Married

First Name

Middle Initial

Date of Birth

(Example: 10/30/1983)

School you graduated or withdrew from. Fill in **ONE** category ONLY:

High School

Middle School

Elementary School

Month & Year You Graduated

-OR- Month & Year You Withdrew

In case we need to contact you about your request:

Work Phone

Extension

Home Phone

