

To Request a Transcript:

Current senior students can obtain a transcript from the Career Center. Underclassmen may go to the Guidance Office. Former students, Employers, and Agencies may obtain a transcript by downloading a printable transcript request form. Transcript request require 48 hours for processing.

Great Mills High School
Transcript Request Form

Today's Date: _____

Name: _____

Date of Birth: _____

Year of Graduation: _____

Please check all that apply:

_____ Official Transcript

_____ Unofficial Transcript

_____ SAT/ACT Scores

_____ AP Test Scores

I would like my Transcript to be:

_____ Mailed to me (provide address)

_____ Mailed to College/University/Employer

Name of College/University/Employer

Address _____

Signature _____

* Official Transcripts are sealed if opened transcript will be made unofficial.

* Transcripts require 48 hours for processing.

* Print form and fax to 301-863-4026 or email to <mailto:dmmorris@smcps.org>