



ADMINISTRATIVE PROCEDURE

STUDENT TRANSCRIPT REQUESTS

5129

Procedure No.

July 1, 2016

Date

I. PURPOSE: To provide procedures for completion, collection, and dissemination of student transcript requests submitted by students, and parents/guardians.

II. DEFINITIONS:

A transcript is a certified summary of the student's permanent academic record from the first day of entry in high school until the student exits Prince George's County Public Schools. The transcript includes: all courses taken each year in high school; credit requirements; credits earned; final grades received; grade point averages, Maryland high school exit exam results, diploma and/or certificate completion confirmation and date; graduation dates; school name; and principal/designee signature.

III. PROCEDURES:

A. General Requirements

1. A student and/or guardian must complete the appropriate form for each transcript request.
2. Transcripts may either be requested from a PGCPS school or from the Office of Student Records, Transfers and Archival Services (OSRTAS).
 - a. Transcripts requested in person or via mail from a PGCPS school shall be provided free of charge.
 - b. Transcripts requested from the OSRTAS will be assessed a \$15.00 service fee. Contact information for OSRTAS is:

Oxon Hill Staff Development Center
7711 Livingston Road, Room 200-B
Oxon Hill, Maryland 20745

<http://www1.pgcps.org/studentrecordsandtransfers/>

3. The School Registrar or OSRTAS require 10 working days to comply with a transcript request.



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B. Transcript Requests

1. A current student and/or guardian (as defined by Administrative Procedure 5111) must complete the appropriate transcript request form (attached) and submit to the high school Professional School Counseling Office or Archival Services Website.
 2. Students who have graduated less than four (4) years from the date of graduation or should request transcripts directly from the last school attended.
 3. Students who have withdrawn less than six (6) years from the date of withdrawal should contact the last school attended.
 4. Students requesting archived transcripts (e.g., four or more years after graduation/withdrawal date) must submit a request online at <http://www1.pgcps.org/studentrecordsandtransfers> or request in person at the OSRTAS.
- V. **RELATED PROCEDURES:** Administrative Procedure 5125, Individual Student School-based Records; Administrative Procedure 5111, Registration and Withdrawal of Students.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This administrative Procedure originates with the Department of Student Services and will be updated as needed.
- VII. **CANCELLATION AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5129, Student Transcript Requests.
- VIII. **EFFECTIVE DATE:** July 1, 2016

Attachment:

Transcript Request Form

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, 12, and 13