

**CARROLL COUNTY PUBLIC SCHOOLS  
GRADUATE TRANSCRIPT REQUEST FORM**

2006 to Present: Contact Liberty High School 410-751-3560  
Prior to 2006: Contact CCPS Student Services 410-751-3145

**PLEASE ALLOW UP TO TEN (10) BUSINESS DAYS FOR YOUR REQUEST TO BE PROCESSED. ALL INFORMATION MUST BE COMPLETED IN ORDER FOR THIS REQUEST TO BE PROCESSED.**

A \$5.00 fee per transcript must accompany all requests prior to processing.  
We accept cash, check, or payment via My School Bucks, See QR Code. Please make check or money order payable to CCPS or Liberty HS.

Date of Request: \_\_\_\_\_

Name as it was when you were last enrolled in Carroll County Public Schools:

Last / Maiden: \_\_\_\_\_ First: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Name as it is now, (if different than above):

Last / Married: \_\_\_\_\_ First: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Month/Day/Year)

High school from which you graduated or withdrew: \_\_\_\_\_

If you attended an alternative program, please specify:

\_\_\_\_\_  
(ex: Gateway School, Flexible Student Support, External Diploma Program, etc.)

Year Graduated: *OR* Year Withdrew: \_\_\_\_\_

Your Current Street Address: \_\_\_\_\_

Your Current City, State, Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Number of Transcripts Requested: \_\_\_\_\_

1. Transcripts picked up in person will be provided in a sealed envelope, stamped provided to student. *(Photo identification is required)*
2. Official transcripts will be sent electronically as the preferred method.
3. If the transcript is to be mailed, please list the address below.

College/University/Organization: \_\_\_\_\_ Attention: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I authorize the release of my records under the Family Educational Rights and Privacy Act of 1974 (FERPA).

*Signature of Graduate \* A Signed release may serve as authorization in lieu of the applicants signature.*

Graduates Prior to 2006 mail to:  
CCPS/Transcript Request/Student Services  
125 N. Court Street  
Westminster, Maryland 21157

Graduates 2006 to Present mail to:  
Liberty High School  
5855 Bartholow Road  
Eldersburg, Maryland 21784

