

TRANSCRIPT REQUEST FORM
FORMER OAKLAND MILLS HIGH SCHOOL STUDENTS

If you left Howard County Public Schools **less than five years ago**, complete this form and send it to:
Oakland Mills High School/Counseling Center/9410 Kilimanjaro Road/Columbia, MD 21045.
(Make checks payable to OMHS.)

If you left Howard County Public Schools **more than five years ago**, complete this form and send it to:
Michele Cook, Howard County Public Schools/10920 Clarksville Pike/Ellicott City, MD 21042.
(Make checks payable to HCPSS.)

Please allow **7** business days to process the transcript request.

Enter your name as it was when you were last enrolled in Howard County Public Schools:

Last/Maiden: _____ First: _____ M.I.: _____

Enter your name it is now, (if different):

Last/Married: _____ First: _____ M.I.: _____

Date of birth (Example: 10/30/1956): ____ / ____ / _____

The year you graduated: _____

Your current street address: _____

Your current city, state, zip: _____

Daytime phone number: _____ Extension: _____

Home phone number: _____

Check here to have transcript(s) sent to your current address:

Number of transcripts to be sent to current address: _____

Please include cash, check, or money order; **transcripts are \$4.00 each.**

--AND/OR--

Check here to have transcript(s) sent to a third party:

Number of transcripts to be sent to third party: _____

Please include cash, check, or money order; **transcripts are \$4.00 each.**

Complete the following information for the third party:

Name: _____

Street address: _____

City, state, zip: _____

Your signature: _____

Date of this request: _____