

ACADEMIC VERIFICATIONS, OFFICIAL TRANSCRIPTS & OFFICIAL DUPLICATE DIPLOMAS INFORMATION

I. To Obtain a Business or Agency Academic Verification of High School Graduation

All **business or agency requests** for academic verification of **high school graduation ONLY** from Baltimore County Public Schools are mailed back, not faxed back, and we do not issue verbal verifications nor do we complete outside forms. ***All requests are to follow the guidelines as indicated and are not to be faxed or mailed anywhere else!***

- All written business or agency requests for verification of **high school graduation must** be submitted on official company letterhead that provides a return mailing address, and must include or be accompanied by a signed release by the individual being investigated, and name and complete phone number of staff person making the request. We do not charge for graduation verifications if the student graduated from our system. **If student did not graduate, a request for an official transcript must be made and paid for in advance as indicated below.**
- All business or agency requests **must** include the student's complete, full and legal name (*always circle the last legal name student was listed under in our system if it differs from student's current name*), date of birth, name of high school graduated from, and calendar year of graduation. **All requests regarding GED's must be directed to the Maryland GED State Board of Education – 410-767-0538. We do not handle GED requests.**
- All written business or agency requests may be **faxed** to: **410-321-5721 – Attn: Ms. Henderson**, or mailed to:
Baltimore County Public Schools
Office of School Counseling
Attention: Ms. Henderson, M.S.
6901 N. Charles St – ESS Bldg
Towson, MD 21204

Note: *Once your request containing all information we require has been received, you are to allow a minimum of 15 school days for request to be processed and returned via first class mail.*

II. To Obtain an Official Duplicate Diploma and/or Official Transcript **[Only official documents are issued]**

All requests for documents **must** be submitted in writing, be clearly printed or typed, and contain **all** of the following:

- Individual's complete and full legal name- *no abbreviations. (Always circle the last legal name student was listed under in our system if it differs from student's current name)*,
- Date of birth.
- Name of last school attended and calendar year of graduation or last attended.
- **Complete and full return mailing address - (include name of institution or business if this applies)**
- Signature (or signed release) of person named in document if 18 years of age or older. If under 18, signature of parent or guardian must be affixed.
- Payment in the correct amount and form. -- The current cost of each official duplicate diploma is **\$3** and the cost for each official transcript is **\$2**. Payment should be in the form of a money order or standard business check made payable to **Baltimore County Public Schools**. Neither personal checks nor cash will be accepted, and payments may be combined. The following address is the **ONLY** address where requests are to be mailed:

Baltimore County Public Schools
Office of School Counseling
Attention: Ms. Henderson, M.S.
6901 N. Charles St – ESS Bldg
Towson, MD 21204

Note: *Once your request containing all information we require has been received, you are to allow a minimum of 15 school days for request to be processed and returned via first class mail.*

Persons wishing to obtain an official duplicate diploma and/or official transcript *in person* on days schools are in session should call 410-887-6360 for specific times of operation and directions. No appointment is necessary.

SPECIAL NOTE: If someone other than the former student is to obtain said official document, that person **must** present a signed release from the former student providing student is 18 years of age or older. Said release must state the name of the person picking up said document and grant that individual permission for same. A photo ID of the individual obtaining said document is required and must be presented. **All requests regarding GED's must be directed to the Maryland GED State Board of Education – 410-767-0538.**

(Use ONLY the Form on the Next Page for Ordering an Official Diploma and Official Transcript)

NOTE: Do not download or include any other forms from any other BCPS links!

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. Joe A. Hairston, Superintendent

6901 Charles Street – Towson, MD 21204

Mr. Timothy P. Hayden,
Coordinator
410-887-0291

OFFICE OF SCHOOL COUNSELING
6901 N. Charles Street – ESS Bldg
Towson, MD 21204

Ms. Linda Deise
410-887-0291, 0292

Fax # 410-321-5721
www.bcps.org

Ms. Veronica Henderson, M.S.
410-887-6360

OFFICIAL TRANSCRIPT & OFFICIAL DUPLICATE DIPLOMA REQUEST FORM

NOTE: This form is to be completed and mailed **ONLY** if applicant has been out of Baltimore County Public Schools for more than one (1) year **prior** to the current academic year. *Submit this completed form with appropriate payment to address indicated herein.*

Indicate: # of **Diplomas** requested _____
(\$3 each)

of **Transcript** requested _____
(\$2 each)

MOST IMPORTANT: Fees **must** accompany form. **Neither personal checks nor cash accepted.** Required fees to be paid by money order or standard business check and made payable to:

Baltimore County Public Schools

Return to:
**Baltimore County Public Schools
Office of School Counseling
Attn: Ms. Henderson, M.S.
6901 N. Charles St – ESS Bldg
Towson, MD 21204**

Note: Have you requested a transcript since July 1st of the current academic year?

Yes

No

1. **Complete & Full Legal Name** _____ (_____)

Complete First

Complete Middle

Complete Last

**Maiden or Last Name Used
While Attending BCPS**

Check Gender: Male _____ Female _____

2. Date of Birth _____ / _____ / _____ Daytime Phone# _____

3. Name of last Baltimore County Public School Attended: _____

4. Actual year of **Graduation:** _____ **OR** Actual **calendar** year of **Withdrawal** _____

5. If not being picked up in person, please provide a complete address where document(s) is/are to be mailed:

6. **AUTHORIZATION NOTIFICATION**

As the individual about whom this information is being requested, I hereby authorize the Office of School Counseling of the Baltimore County Public Schools system to release information concerning my records. I understand that the recipient of the record(s) will use said document(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other party or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.

NOTE: If someone other than the student is to pick up the requested document(s), said individual must present a separate and signed written statement naming and authorizing said individual to receive said document(s). This person should also sign on the first line below.

*Signature of Person about whom information is being requested
(If person is 18 years of age or older)*

Date: _____ / _____ / _____

*Signature of Parent/Legal Guardian/Designee of above
(If person is under 18 years of age or release is issued)*