

Requesting A Final Transcript To Colleges & Universities

Montgomery Blair High School

ALL SCHOOLS REQUIRE A FINAL TRANSCRIPT

- Address a standard business envelope for one college/university for which you want a Final Transcript sent. Print clearly the full and correct Admission office address of that school.
- POSTAGE IS REQUIRED. Put a 49¢ stamp on the envelope. For large envelopes, you will need to put stamps totaling \$1.19 on the envelope.
- Write your NAME ONLY in the upper left corner of the envelope. DO NOT WRITE your home/return address.
- If your college provides a specific form for us to complete, please include this in your envelope.
- Put your envelope in the DESIGNATED FILEBOX in the Counseling Office by your last name.
- Requests for Final Transcripts must be submitted to the Counseling Office before school, during lunch, or after school.
- Do not leave envelopes outside the Registrar's window or on the secretary's counter. Make sure you put the envelope in the box by the first letter of your last name.
- There is no additional cost for a Final Transcript to be sent, only the postage.
- Please submit your Final Transcript Request by May 20th.
- **MCPS does not send final transcripts to schools until the week of July 5, 2016. Final transcripts will not be mailed before then.**