

ALUMNI TRANSCRIPT REQUEST

Bishop McNamara High School

6800 Marlboro Pike, Forestville, MD 20747 301.735.8401 Fax 301.735.0934

Person requesting transcript:

Name _____ Maiden Name if Applicable _____

E-Mail Address _____ Grad Year _____ Withdrew from BMHS

Signature _____

I will pick up *Transcript is to be sent to:*

OFFICIAL UNOFFICIAL _____ # REQUESTED

REGULATIONS GOVERNING TRANSCRIPTS OF RECORDS

1. No request will be honored if any previous tuition is outstanding.
 2. A fee of \$3 is charged for each transcript.
 3. A signature is required to release any records.
 4. Requests will be honored as quickly as possible in the order of application. There may be a delay during busy periods such as examinations, report cards, registration, etc.
 5. There are two types of transcripts:
 - Official transcripts bearing the school seal are placed in a sealed envelope. Transcripts are not official if removed from the sealed envelope. They are usually sent directly to a college or employer.
 - Unofficial transcripts do not bear the official seal and may be sent directly to the student.
- 9/13