

Ridgely Middle School

121 Ridgely Middle School Lutherville, MD 21093

Phone (410) 887-7776

Fax (410) 887-7834

TRANSCRIPT REQUEST FORM
(Submit form for each school)

NAME OF STUDENT _____ DATE _____

HOMEROOM TEACHER _____

Name of School applying to: _____

Address of School: _____

PRIVATE SCHOOL APPLICANTS
Please check items below that pertain to you.
*Items checked will be mailed directly to school
(include envelope with school name and address
with two (2) postage stamps.)

**HIGH SCHOOL
MAGNET SCHOOL APPLICANTS**
▪ _____ Last Year Report Card Only
*Will be called down for pickup of report
card.

Check the items that apply to you:

- _____ Transcript
- _____ Report Card Grade _____
- _____ Testing
- _____ Other _____

Recommendation requests:

- _____ Counselor _____
- _____ Teacher - Name of Teacher _____ Name of Teacher _____
- _____ Other _____
- Recommendation form(s) to be included with transcript request.

Ridgely Middle School Transcript Policy:

- Allow 5 school days to process transcript request once dated and received in the Guidance Office.
- All final transcript requests must be submitted by **December 4** prior to the Winter Break to allow us to process your transcript request on a timely basis.

Signature of Parent to consent Ridgely Middle School to release records to school(s).

Parent Signature _____ Date: _____

Office Use: Received By _____ Date Received _____