

Frederick Campus
101 Clarke Place, P.O. Box 250
Frederick, Maryland 21705-0250
(301) 360-2000 (Voice)
(240) 575-2966 (Videophone)
(301) 360-1400 (Fax)
frederick@msd.edu • www.msd.edu
Established 1868



Columbia Campus
8169 Old Montgomery Rd, P.O. Box 894
Columbia, Maryland 21044-0894
(410) 696-3027 (Voice)
(410) 696-7449 (Videophone)
(410) 696-3080 (Fax)
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Established 1973

Transcript Request Form

First name: _____ Middle Name: _____

Last name: _____ Date of Birth: _____

Year of Graduation / Anticipated Graduation Date: _____ OR Date of Withdrawal: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: (_____) _____

Enter recipient address here:

- _____ How many transcripts do you want? _____
- _____ I want to pick up my transcript (Photo ID required) _____
- _____ **Mail to my home address** _____
- _____ **Mail to address listed** _____

Please read the following carefully before submitting form:

- I understand that the address listed above must be complete or transcript(s) will not be sent.
- There is no fee for transcripts. Forms will be processed within 10 business days. We offer no rush service.

Signature (REQUIRED) Date

Relationship to student: Self Parent

Mail form to: MSD - Principal's Office 101 Clarke Pl Frederick, MD 21701	Fax this completed form to: 301-360-1401 *We will not fax transcripts back to you	Email scanned form to: Frederick@msd.edu *No electronic signatures accepted
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Office use only: _____ Date/Initial Received
_____ Date/Initial Completed