

Perry Hall High School

4601 Ebenezer Road Baltimore, Maryland 21236

Phone: 410-887-5108 Fax 410-887-5116 Counseling: 410-887-5110 Counseling Fax: 410-529-0239

Website: <http://perryhallhs.bcps.org>

Transcript Release Form 2016 – 2017

Please note that the Perry Hall High School Counseling Department processes a large number of transcript requests, particularly in advance of application deadlines. **Requests are needed at least two weeks before pending deadlines.**

- After returning this form to PHHS Counseling office, you must login to your Naviance Account and request your transcript for each individual college separately. Your username is your BCPS username and your password is your 8 digit birth date.

Student First Name

Middle Name

Last Name

Phone #

Year of graduation

When you return this form, if you need a paper copy of your transcript, sign the transcript request list with Mrs. McCauley. Students are responsible for picking up the transcripts and mailing them to the institution. There is a \$1.00 fee per paper copy to defray office expenses.

Parent/Guardian signature: _____

I give permission for PHHS to release my child's transcript electronically through Naviance, other electronic services to institutions of higher education, by fax and email. _____ (please initial)

I give permission for my child to request additional copies of his/her transcript without obtaining additional parent signatures. _____ (please initial)