

# Baker High School

## Transcript Request Form

This form is not intended for current students.

Already graduated students please be advised that we only hold records for 5 years, if you graduated more than 5 years ago you must go to [www.mcpss.com](http://www.mcpss.com) to request your transcript.

Full Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Phone#: \_\_\_\_\_

Did you graduate? Y/N                      What Year: \_\_\_\_\_                      If no, withdraw date: \_\_\_\_\_

Do you need this for a College / Employment? (circle one)

Address to be sent to:

Name of college/employment: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email or fax this form to Leslie Baker [lbaker1@mcpss.com](mailto:lbaker1@mcpss.com)

Fax #: 251-221-3004

Official Transcripts cannot be mailed to student's home address, they can only be mailed to college's or place of employment.