



# Caroline County Public Schools

204 Franklin Street  
Denton, Maryland 21629



PATRICIA W. SAELENS, Ed.D.  
SUPERINTENDENT OF SCHOOLS

TELEPHONE: 410-479-1460  
FAX: 410-479-0108  
HOME PAGE: [cl.k12.md.us](http://cl.k12.md.us)  
EMAIL: [saelens.patricia@ccpsstaff.org](mailto:saelens.patricia@ccpsstaff.org)

## TRANSCRIPT REQUEST

The Pupil Services Office will need to have the graduate's request in writing, along with proper proof of identification. This can include via fax or you may come to the Board of Education with proper proof of identity and sign for a copy of your transcripts. The fax information should include all information below with an approved signature for release of information.

Pupil Services fax number is 410-479-3269.

What we will need to help provide you with a copy of your transcripts:

Name at time of graduation/on diploma: \_\_\_\_\_

Telephone/Cell #: \_\_\_\_\_

School of graduation: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Year of graduation: \_\_\_\_\_ I will:  Pick up  Please mail to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of graduate: \_\_\_\_\_