



Duplicate Transcript Request

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Form #002-F18
January 2026

The process for ordering a replacement transcripts takes between 3 to 5 business days and cannot begin until this form and payment have been received.

Mail to:

Frederick County Public Schools 191 S. East St. 4th Floor
Frederick MD. 21701
Attention: Fanny Clavijo

Current Date:	
Student Legal Name at the Time of Graduation	
Address Line One	
Address Line Two	
Phone	
Email address	
School of Graduation	
Year of Graduation	
Date of Birth	
Signature	
Additional Information (if needed)	

For FCPS Office Use

Graduation verified by:	
\$5.00 fee paid by check number:	

Delivery	
Picked Up – Date:	
Mailed – Date:	