



Montgomery County Public Schools
In Montgomery County, Virginia
Student Record Release Form

Please type or print.

NAME: _____
First Middle Last Maiden

NAME WHILE ATTENDING MCPS (If different): _____

LAST SCHOOL ATTENDED IN MCPS (circle one): Auburn High / Blacksburg High / Christiansburg High /
Eastern Montgomery High / Other _____

YEAR OF GRADUATION: _____ (or) YEAR OF WITHDRAWAL _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER (last 4 digits) xxx-xx-____

CURRENT ADDRESS: _____

PHONE NUMBER: _____

RECORDS SHOULD BE SENT TO: _____

PLEASE SEND THE FOLLOWING RECORDS:

_____ High School Transcript _____ Other - Please Specify
_____ Health Records NEED RECORDS FOR: _____ ID
_____ Standardized Test Scores _____ College _____ Employment
Make records: Official (signed and sealed) _____ Unofficial _____

I hereby authorize Montgomery County Public Schools to release my cumulative records as indicated above.
By signing below, I certify that I am the above named former student and that all information is correct to the best of my
knowledge.

Signature

Date

Office of Records Management
Phone: 540-382-5100 Ext: 1023 Fax: 540-394-4449 Email: rhondareid@mcps.org
Mailing address: Montgomery County Public Schools
Attn: Student Services
750 Imperial St. SE, Christiansburg, VA 24073

PLEASE ALLOW UP TO 5 BUSINESS DAYS FOR RECORDS PROCESSING