



**Prince William County**  
**PUBLIC SCHOOLS**  
*Providing A World-Class Education*

**Student Transcript/Records Request**

This form is used to request student transcripts/records for students that have graduated, transferred or withdrawn from Prince William County Public Schools.

Complete the information requested below. **A signature is required.** Submit to Prince William County Public Schools, Records Center, by **Mail** to: P.O. Box 389, Manassas, VA 20108 or in-person at 14800 Joplin Road, Bldg 20, Manassas, VA 20112. **Please include a copy of your photo ID. There is a fee per copy, cash or money order only.** To expedite, you may fax the request to (703) 791-7482 before arriving.

**Student Information:**

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Name(s) while attending school (last, first, middle) \_\_\_\_\_

Current Name (if different) \_\_\_\_\_

Current Telephone # \_\_\_\_\_

**Transcript/Record Information:**

Last school attended in Prince William County \_\_\_\_\_

Graduate Year \_\_\_\_\_

Withdrawal Year \_\_\_\_\_

**Requesting: (check all that apply)**

High School Transcript **\$5.00/copy**

GED Transcript (*prior to 2002*) **\$5.00/copy**

Elementary Transcript **\$5.00/copy**

Middle School Transcript **\$5.00/copy**

Replacement Diploma **\$10.00/copy**

Test Scores **\$5.00/copy**

Immunization **\$5.00/copy**

**Purpose of Request:**

Employment      Education      DMV      Personal Use      Other

**Process:**

Mail      Fax      Pickup      Email

Name: \_\_\_\_\_

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

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

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Fee Type Attached:**    Cash    Money Order    \_\_\_\_\_

Signature

Date

RECORDS CENTER

Prince William County Public Schools

P.O. BOX 389, MANASSAS, VA 20108 • WWW.PWCS.EDU • 703.791.7445, FAX 703.791.7482