



## Hereford Middle School

### Private School Transcript Request Procedures

All transcript and teacher/school counselor recommendation forms are processed through the School Counseling Office by Ms. Francis, student records secretary.

**Please do not distribute any student forms directly to teachers.**

- Signed authorization for the release of student records is required for each transcript request. Most private schools provide a release of records form for this purpose.
- Teacher/School Counselor recommendation forms should be submitted to Ms. Francis in the School Counseling office. Forms are distributed and collected by Ms. Francis. All completed forms are dated and emailed by Mrs. Francis.
- Occasionally schools handle teacher recommendations electronically. In that case, teachers may be emailed a link directly from the private school to complete the forms.

If you have any questions, please contact the School Counseling Office at 443-809-7905 or reach out to Terri Francis at [tfrancis@bcps.org](mailto:tfrancis@bcps.org) or Lilly Richardson at [lrichardson2@bcps.org](mailto:lrichardson2@bcps.org)