



COLLEGE PARK ACADEMY PUBLIC CHARTER

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Please be advised that PGCPS can only submit records via the ScribOrderTranscript / Records Request portal.

For Schools to generate requests. See link below and create your K12 Transfer Account.

<https://transfer.scriborder.com/>

For Parents to generate requests: You may complete the request on the school's behalf, follow the instructions below. You can submit the request below through the following link. Add any additional items needed (attendance, discipline, ect. in the comment box) <https://pgcpsmd.scriborder.com/applicationCurrent> Whomever's email address you provide in the "Email Field" will receive the information. **If you want the request to go directly to the school, put their admissions email in the "Email Field", not your email.** In the event you want a copy, submit a separate request with your email. Parents, when you receive the transcript, I DO NOT recommend forwarding the link because it's no longer secure. A separate request is needed for each school.

- You will receive emails from scribonline@scribsoft.com to notify you of the status of your order. It is important you read those emails carefully as additional information may be required to process your request.



[CLICK HERE if you are a FORMER STUDENT/GRADUATE and would like to order your student record or transcript](#)



[CLICK HERE if you are a FORMER GRADUATE and would like to order a replacement diploma](#)



[CLICK HERE if you are a CORPORATION, VERIFICATION COMPANY, or GOVERNMENT AGENCY requesting a graduation verification or student record](#)



[CLICK HERE if you are an ATTORNEY or LEGAL entity and would like to order a student record](#)

Main Page:

[Prince George's County Public Schools Transcripts and Records Requests \(scriborder.com\)](#)

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Prince George's County Public School