

# REQUESTING A STUDENT TRANSCRIPT GIVEN SOCIAL DISTANCING REQUIREMENTS

DURING THE CLOSURE OF SCHOOLS DUE TO THE COVID-19 EMERGENCY,  
STUDENT TRANSCRIPT PROCESSING FEES ARE WAIVED

*NOTE: RECENT GRADUATES OR STUDENTS WHO HAVE WITHDRAWN DURING THE RECENT SCHOOL YEAR SHOULD CONTACT THE LAST SCHOOL THEY ATTENDED TO OBTAIN THEIR STUDENT TRANSCRIPT.*

## Step 1

The graduate or former student may **email** [studentrecords@hbgasd.us](mailto:studentrecords@hbgasd.us) to request a transcript.

OR

## Step 1

The graduate or former student may **write** to  
**Pupil Services,**  
**Harrisburg School District,**  
**1601 State Street,**  
**Harrisburg, PA 17103**  
to request a transcript.

## Step 2

**The following information must be included in the email or letter:**

- ⇒ Full Name of Graduate or Former Student
- ⇒ Maiden Name, if applicable
- ⇒ Date of Birth
- ⇒ Did you Graduate from the Harrisburg School District? **Yes** or **No**
- ⇒ If **Yes**, what were the Year and the HBGSD School of Graduation?
- ⇒ If **No**, what were the Last Year and Last HBGSD School of Attendance?
- ⇒ Current Daytime Phone Number if Pupil Services needs to Contact You

## Step 3

In the Email or Letter, please include the **COMPLETE MAILING ADDRESS** or **EMAIL ADDRESS** of Where the Transcript should be Sent.

## Step 4

- ⇒ The Pupil Services Department will email or mail the student transcript within 5 – 7 business days upon receipt of the request.
- ⇒ If needed, the Pupil Services Department may contact you for additional information or to clarify the request.