



MCS Quick Reference Records Request Document

Step 1. Select Student Enrollment Status

Step 2. Select Record Type

Step 3. Utilize Contact Method

Enrollment Status →	Currently Enrolled	Last attended Elem./Mid./High	Graduated 1970 – Last School Year	Graduated 1940-1970
Record Type				
↓				
Transcript/Cumulative Folder	School Level Data Manager	School Level Data Manager	Need My Transcript https://needmytranscript.com/montgomery-county-public-schools 1-888-446-6586 (Mon-Fri. 8 am -4 pm EST)	Shannon Robinson Shannon.robinson@montgomery.k12.nc.us P 910-576-6511
Exceptional Children's (EC) Records Margaret Miller margaret.miller@montgomery.k12.nc.us P 910-576-6511				
SAT Visit https://collegereadiness.collegeboard.org/sat/scores/getting-scores for SAT score results Phone: 1-866-630-9305 sat@info.collegeboard.org				
ACT	School Level Data Manager	Visit https://www.act.org/content/act/en/products-and-services/the-act/scores.html for ACT score results Phone: 1-319-337-1270		
Education/Military Directory Request	School Level Data Manager	N/A	N/A	N/A
North Carolina Disability Determination Services/ Government Request	School Level Data Manager	School	Dr. Takeda LeGrand Takeda.legrand@montgomery.k12.nc.us P 910-572-6511	Shannon Robinson Shannon.robinson@montgomery.k12.nc.us P 910-576-6511

Please visit <https://www.montgomery.k12.nc.us/Page/9299> and select a school to contact school data manager or school counselor