

REQUEST FOR SCHOOL RECORD FORM

Jefferson Davis County High School
891 Bass Burkett Road
P.O. Box 370
Bassfield, MS 39421
Phone: (601) 943 – 5391 (601) 943 – 5790

Please complete this form to its entirety. There is a \$5.00 fee per request. There will be a 5-7 day turnaround time to process your request. (NO EXCEPTIONS) It will not be the responsibility of the office clerk to call you when the record is pulled. It will be your responsibility to follow up on your request.

Please Circle Copies/Needed: Transcript Shot Record Other _____

Student Information (Please Print):

Student Name While Attending School: _____

School Graduated From/Graduation Year: PHS _____ BHS _____ JDCHS _____

Student Mailing Address: _____ Phone: _____

Date of Birth: _____ Graduation Year: _____ Date of Request: _____

Please Note: After the student reach the age of 18 or graduate from high school, federal privacy laws prevent the parent/family guardian from requesting any form. This request must be signed by the student after graduation or the age of 18.

If you are requesting for a form to be mailed, please give the full address. The office clerk will not be responsible for looking up a mailing address.

_____ Option 1 Pick-up in person

_____ Option 2 Third party pick-up: Person Name _____ Affiliation _____

_____ Option 3 Mail to:

Institution/Organization Name: _____

Contact Name/Department: _____

Mailing Address: _____

Special Instructions to JDCHS Office Clerk: _____

Student Signature: _____

Office Staff Only:

Date Requested Completed: _____ Initial: _____ Money Receipt#: _____

NON-DISCRIMINATION STATEMENT

The Jefferson Davis County High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.