

New COVID-19 REQUEST FOR SCHOOL RECORD FORM

Jefferson Davis County High School

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891 Bass Burkett Road

P.O. Box 370

Bassfield, MS 39421

Phone: (601) 943 – 5391 (601) 943 – 5790

Due to COVID-19 we are asking that you follow the new record request guideline. **You may return your form by mail or by dropping off in the safe deposit mailbox located at the school front door. There is a \$5.00 money order processing fee per school record request.** There is an estimated 5 to 7 days turnaround time to process your request. (NO EXCEPTIONS). It is NOT the responsibility of the office clerk to call you when the record is retrieved. A record will not be pulled until the processing fee is received. Records will no longer be given to the parent of an existing student.

STUDENT INFORMATION (PLEASE PRINT): Please complete this form in its entirety.

Name of Student Used While Attending School:

FIRST _____ MIDDLE _____ LAST _____

Did you graduate: __Yes __No High School Attended Year: PHS _____ BHS _____ JDCHS _____

Student Mailing Address: _____ Phone: _____

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

Please Note: After JDCSD students reach 18 years of age, or graduate from high school, federal privacy laws prevent the parent/family guardian from requesting any school-related information. This request must be submitted and signed by the student after graduation or after they have reached 18 years of age.

If you would like a REQUEST FOR SCHOOL RECORD FORM to be mailed, please provide your complete address (name, street address, city, and zip code). The office clerk will not be responsible for looking up a mailing address to mail any requested records.

PERFERRED STUDENT RECORD DELIVERY METHOD:

____ Option 1: Pick-up in person

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

____ Option 3: Mail: Institution Name/Department: _____

Mailing Address: _____

Student’s 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.