



Name: _____
Enter name as it appears on school records

Current Address: _____
Street Address City/State Zip

Date of Birth: _____ Phone Number: _____

Last Jackson Public School Attended: _____

Graduated: _____ Yes _____ No Last Year Attended: _____

Exceptional Education Student: _____ Yes _____ No

INFORMATION REQUESTED - Check all that apply.

_____ **Regular transcript (copy) of educational records/verification of graduation**
\$5.00 cash in office.
Mail orders should include a \$5.50 money order payable to Jackson Public Schools.
\$5.00 for the official transcript and .50 cents for postage. Please allow 3-5 days to process.
A copy of your photo ID must be included when ordering by mail.

_____ **Diploma Order (\$2.70 money order payable to JOSTENS)**

_____ **Diploma Cover Order (\$6.00 money order payable to JOSTENS)**

**** If ordering both diploma and cover, you will need (2) separate money orders.**

Allow 10-12 weeks for delivery.

A copy of your photo ID must be included when ordering by mail.

For Office Use Only

<u>Requested:</u>	<u>Pending Status:</u>	<u>Completed:</u>
<input type="checkbox"/> By Mail (Date) _____ <input type="checkbox"/> In Person (Date) _____	<input type="checkbox"/> Fee Paid <input type="checkbox"/> Fee Not Included <input type="checkbox"/> Unable to Locate <input type="checkbox"/> Additional Information Needed	<input type="checkbox"/> Email (Date) _____ <input type="checkbox"/> Mailed (Date) _____ <input type="checkbox"/> Faxed (Date) _____

JACKSON PUBLIC SCHOOL DISTRICT
OFFICE OF RECORDS
1017 ROBINSON STREET
JACKSON, MS 39203



JACKSON
PUBLIC SCHOOLS
Transforming lives through
excellent education

REQUEST FOR TRANSCRIPT/DIPLOMA
transcripts@jackson.k12.ms.us

REQUEST TO SEND TRANSCRIPT/DIPLOMA:

Name: _____

Office/Department: _____

Street: _____

City/State/Zip _____

I _____ hereby consent to and authorize the release of certain educational records as listed above for said person to the following institution, employer, individual or organization. The records to be released are to be limited to the request above.

Signature

Date