

## TRANSCRIPTS

Upon request the student shall be granted two transcripts which will be sent to any designated college, training agency, employment office, or the student without charge. When more than two are requested, additional copies shall be furnished upon payment of a transcript fee per copy. Transcript fees shall be paid at the time requests are made to the Office of Records. Upon payment of the transcript fee, a receipt shall be issued to the student.

When transcripts are required by colleges to supplement partial listings of high school credits previously filed with the college by the school office, no charge shall be made to the student for the final copy.

The policy governing the fee for transcripts applies to requests from students to furnish transcripts to sources classified as colleges, universities and/or other institutions of higher learning, military services, or prospective employers who request high school records. School initiated transcripts to other sources will be authorized by the high school principal on the basis of the purposes to be served by the school and without cost to the student.

No requests for a transcript will be granted unless given prior approval by the person named in the request.

SOURCE:	Jackson Public School District, Jackson, Mississippi
DATE:	November 27, 1978
AMENDED	September 16, 1996
	August 4, 2016