



**Jamestown Public School District #1**  
**207 Second Avenue**  
**Southeast – PO Box 269**  
**Jamestown, North Dakota**  
**58401**  
**Voice: (701) 252-1950 -**  
**Fax: (701) 251-2011**



### AUTHORIZATION FOR RELEASE OF STUDENT TRANSCRIPT INFORMATION

I hereby authorize the Jamestown Public School District #1 to release my school records.

Include maiden last name or name used when attending Jamestown Public Schools.

<b>STUDENT'S NAME</b>		<b>BIRTHDATE</b>	
<b>CURRENT ADDRESS</b>			
<b>CURRENT CITY/STATE/ZIP:</b>			
<b>CONTACT # OR E-MAIL</b>			

<b>YEAR GRADUATED OR LAST YEAR ATTENDED JAMESTOWN:</b>	
<b>TRANSCRIPT RELEASE DATE:</b>	

The official transcript will be mailed to the **College, University or Scholarship** address noted below. If more than one transcript is needed – please list on back of form.

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>CITY/STATE/ZIP:</b>	

<b>SIGNATURE:</b>		<b>TODAY'S DATE:</b>	
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(Parent signature if student is under 18)

The following **GUIDELINES** must be followed when requesting a transcript.

- ✓ All transcripts request forms **must be submitted** to the office at least 24 hours before the transcript is needed and must contain the appropriate signatures and all recommendations etc. Requests made further in advance are encouraged!
- ✓ In order for a transcript to be official, it **must be sent from the office**. Students may not pick up or hand deliver official transcripts. This is in accordance with the requirements set down by colleges and scholarship agencies.
- ✓ Transcripts will be mailed **via regular mail**. Students are responsible for having the address and appropriate postage on the envelope. The school **will not mail** Express or Overnight mail.

**For office use only:** Signature and date of official sending the transcript.

<b>SIGNATURE:</b>		<b>TODAY'S DATE</b>	
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