

# Jemez Mountain Public Schools

## TRANSCRIPT REQUEST

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Former Name (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Graduation Date: \_\_\_\_/\_\_\_\_ Last Enrolled at Jemez Mountain Schools: \_\_\_\_\_.

\_\_\_\_\_ Unofficial Transcript (How many copies?)

\_\_\_\_\_ Official Transcript (How many copies?)

### DISPOSITION

\_\_\_\_\_ Release to Addressee Below

\_\_\_\_\_ Pick Up >> If someone is picking up the transcript for you, specify name: \_\_\_\_\_

### ADDRESSEE (transcript will be sent to this address)

Name: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person making request (signature required): \_\_\_\_\_ Date: \_\_\_\_\_

### TRANSCRIPT SERVICE POLICY

Requests can be mailed to **Coronado High School, Office of the Registrar, P.O. Box 230 Gallina, NM 87017** or faxed to **575.638.5571**. Transcripts will not be issued if any financial obligations are due. Transcripts will be issued in 2-3 working days and are processed in the order received. However, please allow 1 week for processing if the request is made at the beginning or end of a term. All requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written permission.

Request Processed by: \_\_\_\_\_

Date Processed / Mailed: \_\_\_\_\_

**PO Box 230, Gallina, NM 87017, Phone: 575-638-5491**

*Jemez Mountain Public Schools does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Jemez Mountain Public Schools also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible.*