



JAMESTOWN HIGH SCHOOL  
 COUNSELING OFFICE  
 3751 John Tyler Highway, Williamsburg, VA 23185  
 Phone: 757-259-3600 x31114

**CONSENT FOR RELEASE OF RECORDS**

\_\_\_\_\_  
 (Date)

A processing fee of **\$4.00** is charged for **EACH** copy of the record requested. This fee is not applicable to Special Education Records. **We accept cash, checks, and money orders. Make checks payable to Jamestown High School. Your request will be processed within seven days of receipt of payment.**

NAME \_\_\_\_\_  
Last (name as registered in school)                      First                      Middle                      Other Last Name(s)

DATE OF BIRTH \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

HIGH SCHOOL GRADUATE     YES     NO                      GED GRADUATE     YES     NO

LAST YEAR ATTENDED \_\_\_\_\_

**Please note we only house one year past the current year for graduate transcripts.  
 All others need to contact Records Administration at 757-603-6517**

**I request the following:**             Transcripts             SAT Scores

***Special Instructions:***

pick up by me     I authorize pick up by: (*give name below*)     mail to: (*give complete address below*)


Signature of Eligible Student or Parent/Guardian

\_\_\_\_\_

Notice Regarding Special Education and/or Gifted Education Program Records:

Records of students who have been enrolled in a special education program or gifted education program are ***destroyed*** five years after the student separates from Williamsburg-James City County Public Schools. This separation can be either by graduation, program completion, or withdrawal, whichever event occurs first. ***With regard to special education records, parents and eligible students should be aware that information from these records could be useful in applying for Social Security or other benefits in the future.***

***DID YOU HAVE A SPECIAL EDUCATION OR GIFTED RECORD?***     YES     NO