

DICKENSON COUNTY PUBLIC SCHOOLS
Official Record Request Form

Date of Request: _____

Which School Last Attended: (Ridgeview High, Clintwood High, Ervinton High, Haysi High, Other)

Graduation Date or Dates of Attendance:

Complete Name during School Enrollment -Including First, Middle, Last and Maiden if applicable

Date of Birth:

Last Four of Social Security Number: (Used for ID verification)

Telephone Number:

Current Address:

Information Requested: (please check those items requested)

1. Official Transcript
2. Birth Certificate
3. Immunization Record
4. Social Security Card
5. IEP/504 Plan
6. Other (please list) _____

Delivery Method:

Will Pick Up at Ridgeview High

Mail via United States Postal Service (the above Current Address will be used)

Fax to location and number as directed below

Payment Information:

A fee of \$7.00 is required for each individual Record Request from former Dickenson County Public School students.

A fee of \$20.00 is required for any 3rd Party Record Request (A signed Records Release will be required.)

Payment can be made by credit card using the following online payment portals:

Student Request Payment

Third Party Request Payment

Payment can be made by check, to the order of *Ridgeview High School*.

If Records are being picked up at Ridgeview High School by someone other than the individual, please list the name authorized to receive those records. If records are being mailed or you will be picking up the records yourself, please leave blank. (Please print)

Name of Person Picking Up Records:

Fax Records to: (list location and fax number)

My signature below authorizes Ridgeview High School to pull my records as requested. I authorize the school to mail my records to the above address, if requested, to release the records to the individual I have listed above, or to fax the records to the location and number as directed above. Otherwise I will pick up the records myself at Ridgeview High School. I also agree to the payment terms as outlined in order for the records to be retrieved.

Required Signature:

Printed Name:

The completed records request form can be submitted via e-mail to:

Rita Justice, RHS Guidance Counselor at rjustice@dcps.k12.va.us

Or

Rick Mullins, RHS Guidance Counselor at ramullins@dcps.k12.va.us

Or

Mail the completed records request to:

Fax the completed records request to:

Ridgeview High School
Attention Guidance Department
310 Wolfpack Way
Clintwood, Virginia 24228

Attention: Ridgeview High Guidance Department
Fax Number - (276) 835-1618

For any questions regarding Records Requests, please call (276) 835-1600 and request the Ridgeview High School Guidance Department.