

# DOZIER / JJOCC / VERNON PLACE / OKEECHOBEE RECORDS REQUEST

## **The Information Below Needs To Be On Your Request**

- ❖ Full Name
- ❖ Date of Birth
- ❖ Last 4 Digits of Social Security Number
- ❖ Year(s) Attended or Released
- ❖ School Attended (Dozier, JJOCC, OYDC, Vernon Place)
- ❖ Phone Number
- ❖ What You Are Requesting (transcript, copy of diploma/GED, etc)
- ❖ Where To Send
- ❖ How To Send (email, fax, mail)

### **Send your request to the following:**

Email Address – [rhiannon.sutton@wcsdschools.com](mailto:rhiannon.sutton@wcsdschools.com)

Fax Number - 850-638-6226

Mailing Address – Washington County School Board  
Attn. R. Sutton  
652 3<sup>rd</sup> Street  
Chipley, FL 32428

If you have any questions, please contact Mrs. Sutton at 850-638-6222