

ALAMOGORDO PUBLIC SCHOOLS



Teaching and Learning Department
Student Records Management
805 East 12th St. – Building B.
P.O. Box 650
Alamogordo, NM 88311

Office: (575) 812-5971
Fax: (575) 812-6039
Fax: (575) 812-5999

Permission for Release of Confidential Information

Regular Education Transcripts Request

I hereby grant permission for Alamogordo Public schools to release my transcripts:

_____ **Name of Student/ Maiden** (or other names used in school)

_____ **Date of Birth**

Last Year Enrolled in Alamogordo Public Schools: _____

Date of Graduation: _____

Please check one: **Official Transcripts**
(stamped & sealed)

Unofficial Transcripts
(stamped Unofficial)

Released from:

Alamogordo Public Schools
805 East 12th Street
Alamogordo NM 88310

Released to (name): _____

Or Mailed to:

Or Fax to: _____

Telephone#: _____

Date Requested: _____

Signature: _____

Student or Parent (If student is under 18 years of age)

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Greetings,

Please complete the Permission for Release of Confidential Information – Regular Education Transcripts Request form and return it to my office for processing.

You can:

- Mail it to:
Alamogordo Public Schools
Teaching and Learning Department - Transcripts
PO Box 650
Alamogordo, NM 88311
- Email Request to: lorrie.labelle@alamogordoschools.org
- Fax Request to: 575-812-5999
- Bring completed form to the Teaching & Learning Building, 805 E. 12th St., Alamogordo, NM 88310

Your request will be processed as quickly as possible.

If you have any questions or concerns, please call 575-812-5971.

Thank you