

EMPLOYMENT VERIFICATION/BACKGROUND CHECK

This form is to be used only for students who graduated Justice High School within the last FIVE (5) years

Student's Information While Attending Justice High School:

Last (Maiden)

First

Middle

Date of Birth (MM/DD/YY)

Student ID (7-digits if known)

Years of Attendance (if known)

What information do you need?

If there is a separate form to be completed, please email the form with any additional instructions to Ms. Catharine Bond – cabond1@fcps.edu or Fax – Attn: Catharine Bond – 703-824-8929.

Delivery of Requested Records (check one):

Phone Call

Phone Number with Extension: _____

Do we speak to a specific person? Yes No

If yes, please state the person's name or if general representative: _____

If no, do we leave a message with information? Yes No

Email: _____

Fax: _____

Attention to: _____

Domestic Mail – *We do not mail Internationally*

Name or Business: _____

Attn (if applicable): _____

Street Address: _____

City, State, Zip Code: _____

Payment (check one):

[MySchoolBucks](#) (credit card)

Check – **Please make payable to:** Justice High School / **Memo:** Student Services

Mail Check to: Justice High School, Attn: Catharine Bond – Student Services
3301 Peace Valley Lane, Falls Church, VA 22044

Name of Person Completing This Form (Print Name)

Signature

Phone Number

Email Address

Processing requests may take up to three (3) business days

School Use Only	
Date Request Received:	
Date Request Processed:	
Total Amount of Request:	\$
Payment (circle one):	Cash <u>MySchoolBucks</u>
Receipt Number or ID:	
Staff Member Name:	

