



## Transcript Request

We are pleased to provide an official sealed transcript or unofficial transcript for JCS/JBS Alumni. Please print & complete this request or send the required information on a separate piece of paper. The cost for up to 3 transcripts is \$2. Please make checks payable to "Jackson Christian School" and include with this form to:

Transcript Request  
Jackson Christian High School  
4200 Lowe Rd.  
Jackson, MI 49203

The transcript request form must be complete and payment received before request can be processed. Please allow 5 business days for processing. Faxing of transcripts is prohibited due to their confidential nature.

Questions or requests for additional information should be emailed to: [phuff@jacksonchristianschool.org](mailto:phuff@jacksonchristianschool.org).

**Note to Current Students:**

If you are still attending Jackson Christian High School and need a transcript for a college or scholarship, please see the counselor.

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**PLEASE PRINT**

Full Name: \_\_\_\_\_

Full Name used during high school, if different: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Your Current Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Number of Transcripts: \_\_\_\_\_ Official or Unofficial (official transcripts are envelope sealed)  
*(Circle one)*

Mail Transcript(s): \_\_\_\_\_ Hold in High School office for pick-up \_\_\_\_\_

**SEND TRANSCRIPT TO:** (if necessary include additional addresses on back)

NAME OF RECIPIENT \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE /ZIP \_\_\_\_\_

*Please enclose \$2.00 for up to three transcripts,*

*If you would like email confirmation of emailing/ mailing, please check this box and be sure you have provided your email address above.*