

Transcript Request
Jackson Christian High School

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

If you have already graduated and need a transcript, please print & complete this document, or send the required information on a separate piece of paper, along with a check payable to "Jackson Christian High School" for \$2.

Transcripts will not be processed with incomplete information or incorrect/missing payment. 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.

Address for Mailing:

Transcripts
Jackson Christian High School
4200 Lowe Rd.
Jackson, MI 49203

Retain this half for your records.

PLEASE PRINT

Name While Attending High School: _____

Year of Graduation: _____ Date of Birth: _____

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 _____

Mailing address(es):
School or other recipient _____

Street: _____

City, State, Zip Code: _____

Amount Enclosed: _____

If you would like email confirmation of mailing, please check this box and be sure you have filled out your email address above.