Jamaica College

TRANSCRIPT PREPARATION: STUDENT INFORMATION FORM

	INSTRUCTIONS							
	1. To request a Transcript, Recommendation or Reference a student must complete this form.							
	2. All sections should be completed in full as directed.							
	3. If you need to add information attach a sheet to the form.							
	4. Write with care, make sure that the information provided is correct.							
	5. If you have taken tests or examinations outside of Jamaica College eg. SAT and want							
this information included on the document you must provide a copy of the results and original								
document for certification. Only CXC/CSEC and Cambridge examinations taken at								
	Jamaica College will be noted on the official school transcript.							
	(Exemption: Students who transfer into Jamaica College)							
	6. The person who will prepare the form may need to contact you, please respond quickly if so	requested.						
	STUDENT IDENTIFICATION							
	Last NameFirst Names(s)Middle Name(s)D.O.B (dd/n	nm/yr)						

LEGAL GUARDIAN

Mr./Mrs./Miss First Name(s)

Phone Number(s)

Email

Address

Last Name

City

1. Which year did you enter Jamaica College?

Year

2. Which class did you enter?

Street

Class 3.Were you transferred if yes state the school & year

4. What year did you leave Jamaica College?

Month

DOCUMENT(S) REQUESTED

I am requesting : Transcript () Reference	ce ()	(Tick the document(s) re	equired)
Recommendation: School () Work()	Other(
The document(s) is/are to be sent to:			
Name and Address where transcript is to be sent	_	Name and Address where recommendation is to be	sent
Name		Name	
Address		Address	

You may attach a list universities if so required.

	ACAD	EMIC QUALIFICATIONS		
List ALL examinations	and tests that ye	ou have taken. Do not leave out those 'FA	AILING' grade	es.
	State Strike out what does not apply		Result/	School
Subject while at JC	Year	Board	grade	Check
		CXC/GCE/CAPE		

		ADDITIONAL						
SAT Exan	ninations:	If you have taken	SAT examin	ations list t	he results			
Date: /	/	Type: SAT.			Date: /	/	Type:	SAT.
Test		Score			Test		Score	
Test		Score			Test		Score	
	(Combined					Combined	
			_				·	
			ŀ	Results veri	fied and co	pied to file	e	
	POSITIO	NS HELD AND	EXTRA CUR	RICULAR	ACTIVIT	IES		
In date or								
1. The sch	ool offices	positions held e	g. Form Capta	ain, Prefect,	, Student C	Council.		
2. Include	any position	on of resposible e	eg. Treasurer,	President.				
3. Academ	nic Awards	s received at Achi	ievement Day	functions.				
-	•	ou represented the	•	-				
		Jamaica in any a			ompetion a	and results		
		cipation, include	-					
		& extra curricular ac		n report will b	e added to tra		School	
Informatio	on	Award/Position	held			Date	List#	
		Addit	ional informa	tion can be	provided c	n a cheet a	attached to t	he form

Additional information can be provided on a sheet attached to the form.

Date:___/

Date sent to Guidance Department//
Data Typist Completed//
Date received for processing //

Student signature:_

Date Draft Completed __/__/___ Date Certified __/__/___

___:___

_/___ Fee Paid:\$_