



SJCA TRANSCRIPT REQUEST FORM

If you attended or graduated from San Jacinto Christian Academy or Bible Heritage (Heritage Classical Academy) and need a transcript, complete and submit this form as indicated below.

- Please allow 24-48 hours for processing (*during school week*) after receipt of transcript request. If multiple copies are to be sent, please clearly indicate other addresses on this form or on another page.
- The information on this form may be used in an email without the form itself. Please email Teri Roller at troller@sanjac.org. Feel free to add any other instructions necessary.
- If not emailed, please fax request to Teri Roller at 806-376-6712 (or) mail to:

San Jacinto Christian Academy ~ Attn: Teri Roller ~ P.O. Box 3428 ~ Amarillo, TX 79116

Name of Person Requesting Transcript: _____ Date: _____

Please list your exact name as it was when you last attended San Jacinto Christian Academy:

First Name: _____

Middle Name: _____

Maiden Name: _____

Last Name: _____

Date of Birth: _____

Current Phone Number: _____

Current Home Address: _____

Graduation Year from San Jacinto Christian Academy _____ (or) Bible Heritage _____

Number of copies needed: Official (*with seal*) _____ Unofficial (*without seal*) _____

Please call '*Current Phone Number*' listed above when transcript is ready for pick up. Yes _____ No _____

(or) List the address(es) where you want your transcript sent.

1. Name of Institution/Agency/School/Person: _____

Complete Address: _____

City/State/ZIP: _____ Fax Number: _____
(if applicable)

2. Name of Institution/Agency/School/Person: _____

Complete Address: _____

City/State/ZIP: _____ Fax Number: _____
(if applicable)