



Jones College Prep Home of the Eagles

Transcript Request Form

Please note that all records for students who attended Jones College Prep, formerly Jones Academic Magnet, Jones Metropolitan High School of Business and Commerce and Jones Commercial High School, **during 1938 through 1999**, are now located at the Chicago Public Schools, Office of Compliance – 11th Floor, 125 S. Clark St., Chicago, IL 60603. To download an **Application for Student Records Services** go to http://www.cps.edu/About_CPS/Departments/Documents/ApplicationforStudentRecords.pdf.

For Jones College Prep graduates from **2000 through present**, please complete the form below to request an official or unofficial transcript.

1. Please read and complete this form. Incomplete or illegible forms will not be processed.
2. A transcript is only **official** if it is mailed directly to an educational institution or employer. If it is given to the student or faxed, it is **unofficial**.
3. Each transcript costs \$4 to process. We do not accept personal checks. If mailing this form, please include a money order or credit card authorization information on page 2. If hand delivering this form, we accept cash, money order or credit card. **We will not process a request without payment.**
4. This completed form with payment must be **mailed** to Jones College Prep, Attention : TRANSCRIPT REQUEST, 606 S. State St., Chicago, IL 60605 **or hand delivered** to the Main Office. **Faxed, emailed or phone messaged requests will not be processed.**

PLEASE PRINT ALL INFORMATION

Student's Name _____
First Middle Last

Maiden Name _____

Year of Graduation or Attendance _____ Division/AOC # _____

Date of Birth ____ / ____ / ____ Phone _____

Address _____
City State Zip Code

I would like an OFFICIAL transcript mailed to

Name of Educational Institution/Employer _____

Attention to _____

Address _____
City State Zip Code

I give my permission to release all standardized test scores on file.

Signature _____ Date _____

The Premier College Prep School in Chicago's Educational & Cultural Corridor

606 SOUTH STATE STREET – CHICAGO, ILLINOIS 60605 – www.jonescollegeprep.org



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I would like an UNOFFICIAL transcript faxed to

Name of Educational Institution/Employer _____

Attention to _____

Fax Number _____

I give my permission to release all standardized test scores on file.

Signature _____ Date _____

of copies

Official Transcripts _____ X \$4 = _____

Unofficial Transcripts _____ X \$4 = _____

Total = \$ _____

Please indicate payment information (choose one)

_____ Money order enclosed for \$ _____

_____ Credit card number _____ - _____ - _____ - _____ Expiration ____/____

Authorization code ____ Total amount authorized to charge on credit card \$ _____

Name on credit card _____

Signature for credit card authorization _____

Address for credit card _____

City State Zip Code

_____ Cash (only if hand delivered to Main Office)

PLEASE COMPLETE A SEPARATE TRANSCRIPT REQUEST FORM FOR EACH EDUCATIONAL INSTITUTION OR EMPLOYER. TRANSCRIPT REQUESTS MAY TAKE UP TO A WEEK TO PROCESS.

For Office Use Only

Date received ____/____/____

Type of payment collected M. O. C. C. Cash

Date mailed or faxed ____/____/____

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