

JUBILEE CHRISTIAN ACADEMY

Dona Hemady Ave. cor. 4th St.
 New Manila, Quezon City
 724-8550 loc 400
 elem@jca.edu.ph

1603-1607 E. Rodriguez Sr. Ave.
 Cubao, Quezon City
 724-0143 loc 500 / 600
ps@jca.edu.ph; jhs@jca.edu.ph

SCHOOL DOCUMENT REQUEST

Name of Student _____ Grade / Section / School Year _____
 Last School Year in JCA _____ Purpose of Request _____

Number of Copies	Document Code	Document Requested (Check item)
	D01	Official Transcript of Records (Form 137)
	D02	Certification of English as Medium of Instruction
	D03	Certification of Enrolment
	D04	Certification of Residency
	D05	Certification of Chinese Language Proficiency
	D06	Certification of Character
	D07	Certification of Candidacy for Graduation
	D08	Certification of Graduation
	D09	Certification of Recognition Received
	D10	Certification of Standardized Test Result
	D11	Certification of Student Activities Participation
	D12	Certified True Copy of Report Card (Form 138)
	D13	Certified True Copy of Transcript of Records
	D14	Certified True Copy of Diploma
	D15	Replacement Diploma
	D16	Recommendation Letter from _____
	D17	Others, specify

Requested by
 OR # / Date

Relationship to Student
 Received by / Date

Date Filed
 Release Date

JUBILEE CHRISTIAN ACADEMY
 SCHOOL DOCUMENT REQUEST
 CLAIM SLIP

Name of Student _____
 Document Code Requested _____
 Released by / Date _____

Date Filed _____
 Number of Copies _____
 Received by / Date _____