**School Records Request**

*Please read the information on page 2 of this form. Please complete and submit a* ***separate form*** *for each of your applications and send to school divisions/counselors.*

**Student Name:**       **Date submitted:**

**Student Status:**

[ ] Current Student: Grade      **Counselor/Homeroom teacher:**

[ ] Graduated: Class of

[ ] Withdrawn Student; attended ISB for Grade

**Application Type:**

[ ] New School Application [ ] Summer School Application [ ] College Application

[ ] Documents required for another reason:

|  |  |
| --- | --- |
| **What documents are required by the school?** * ***Check the ones that are required***
 | **School Office use only** |
| [ ] Certificate of Enrollment | [ ]  |
| [ ] Unofficial Transcript: HS      [ ] Official Transcript: HS      ISB’s “School Profile” is also included with a transcript.*Please note that the transcripts are not available for Elementary School* | [ ]  |
| [ ] Report Card (with Teacher Comments)      | [ ]  |
| [ ] Standardized Test Scores (PSAT, ISA, etc.)     *PSAT-High school student only, ISA-Grade 3 to Grade 9*  | [ ]  |
| **Recommendations: Requests must be made directly to the teacher/counselor.** | [ ]  |
| [ ] Counselor Recommendation/School Report written by:      | [ ]  |
| [ ] Teacher Recommendation written by:      | [ ]  |
| [ ] 2nd Teacher Recommendation written by:      | [ ]  |
| **Documents that should be included with the school records (MS/HS only)** | [ ]  |
| [ ] Application Fee: Online [ ] Check[ ]  Credit Card[ ]  Amount       | [ ]  |
| [ ] Essay(s). If more than one, how many       | [ ]  |
| **Any Other Documents? (MS/HS only)** |  |
| [ ] Please describe:       | [ ]  |

**Where & How to send the above documents?**

Please complete this section even if an envelope is provided in case follow-up correspondence is required.

Name of School/Company*:*

Mailing Address:

[ ] Please send the above documents by regular Mail.

[ ] I’ll pay the postage and have it sent by DHL. Receiver’s Phone # is required:

[ ] Please fax the documents to Fax No:

[ ] Please email the documents to email address:

[ ] I will come to pick up the documents from ISB.

**Application Deadline:**

***NOTE:***

* *ISB* ***DOES NOT*** *hand official transcripts or recommendations Letters to students to mail or deliver on their own. These documents must be* ***sent directly*** *from ISB to the school/program you’re applying to.*
* It is ISB’s responsibility to send your records; we will pay normal mailing costs for records that have to be sent by hard copy. However, you must pay for any DHL packages that you want sent. DHL does not deliver to Post Box addresses. Please provide a street address and telephone number for the admissions office on the front page. Pay in advance for any courier package that you would like sent.
* This request form should be turned in no later than four weeks prior to the application deadline.

**Information:**

* 1-5 copies of report cards, transcript and testing / evaluations, certificate of enrollment per student are free. Additional copies 100 RMB for each document
* 10 copies of Transcripts for University applicants are free. Additional copies 100 RMB for each document

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| --- |
| **Do NOT write in this box. For office use only.)**Sent Date: [ ] Mail [ ] DHL (tracking #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) [ ]  Email [ ] Fax [ ] Picked upSent on date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments: |