



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
- Graduated: Class of
- Withdrawn Student; attended ISB for Grade

Counselor/Homeroom teacher:

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
<input type="checkbox"/> Certificate of Enrollment	<input type="checkbox"/>
<input type="checkbox"/> Unofficial Transcript: HS <input type="checkbox"/> Official Transcript: HS ISB's "School Profile" is also included with a transcript. <i>Please note that the transcripts are not available for Elementary School</i>	<input type="checkbox"/>
<input type="checkbox"/> Report Card (with Teacher Comments)	<input type="checkbox"/>
<input type="checkbox"/> Standardized Test Scores (PSAT, ISA, etc.) <i>PSAT-High school student only, ISA-Grade 3 to Grade 9</i>	<input type="checkbox"/>
Recommendations: Requests must be made directly to the teacher/counselor.	<input type="checkbox"/>
<input type="checkbox"/> Counselor Recommendation/School Report written by:	<input type="checkbox"/>
<input type="checkbox"/> Teacher Recommendation written by:	<input type="checkbox"/>
<input type="checkbox"/> 2 nd Teacher Recommendation written by:	<input type="checkbox"/>
Documents that should be included with the school records (MS/HS only)	<input type="checkbox"/>
<input type="checkbox"/> Application Fee: Online <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Amount	<input type="checkbox"/>
<input type="checkbox"/> Essay(s). If more than one, how many	<input type="checkbox"/>
Any Other Documents? (MS/HS only)	
<input type="checkbox"/> Please describe:	<input type="checkbox"/>

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

Do NOT write in this box. For office use only.)

Sent Date: Mail DHL (tracking #: _____) Email Fax Picked up

Sent on date: _____ Comments: