Record Release Form

Full Name of Student _____ **Date of Birth:** _____
DD MM YYYY

Student mailing address: _____

Tel: _____ **Email:** _____

Date of Entry: _____ **Withdrawal Date:** _____ **BHS Graduate: Yes ❑ No ☐**

Please indicate which Official Documents are required:

- ❑ Official Academic Documentation (**pls. see over)*
- ❑ Letter of Recommendation/Reference (name of teacher): _____
  _____
- ❑ Invigilation of exams (name of school): _____
- ❑ Letter of Attendance *(for Scholarship/Immigration Purposes Only)*

The address(es) to which documents are to be couriered or emailed:

(Please use additional pages as required)

Attention: _____	**Attention:** _____
School: _____	**School:** _____
Address or Email:	**Address or Email:**
_____	_____
_____	_____
_____	_____
_ .	_ .

Please note the following, ***once payment is received*:**

- ✓ Official Academic Transcripts may take at least two weeks to be processed.
- ✓ Reference Letters may take at least two weeks to be completed.
- ✓ All Official School Documents are sent directly to the Academic Institutions.
- ✓ Costs will be charged for this service as per payment schedule overleaf.

Signature: _____
(Student if over 18 yrs. of age or Parent/Guardian)

For Office Use Only

Date Received _____ **Receipt #** _____ **$** _____

Date Completed _____ **Faculty Signature** _____

Record Release Form

Parents/guardians/alumnae(i) requesting the release of school records from BHS are required to complete a School Record Release Form and return it to the School's Registrar at registrar@bhs.bm with proof of the online payment. The required documentation will be prepared when the request is completed and the appropriate fee submitted.

***Official Academic Documentation may include:**
Certified Academic Transcript
Certified Copies of External Assessment Certificates
Internal Academic Reports

Please note that this applies to applications for all Overseas Boarding Schools, Colleges, Universities, Local School Transfers & Local Scholarships

Fees

The following fees apply and payment in full must accompany this request:

*** Academic documentation**	**$30 per Institution**
Reference/Recommendation	**$100 for the 1st reference; $25 per reference thereafter**
Letter of Attendance	**$15 (per request)**

* Please note that ALL DOCUMENTATION emailed directly to the receiving institution/office, unless a request is received to state otherwise directly from the institution.

Charge for the Administration of School Tests

The charge for the administration/invigilation of school entrance examinations is:

$100.00 per subject test plus appropriate courier charge, if necessary

Payment Details

Butterfield Bank
Name: Bermuda High School for Girls
Acct #: 20-006-060-001839-100
Ref: Academic docs

General

Proof of payment in full must accompany this request.
School records will not be sent if any financial obligations to BHS remain outstanding.

Please allow at least two weeks for the preparation and collation of materials, following receipt of full payment for services