



School Records / Transcript Request Form

A 50 RMB fee will be charged for each copy requested.

One set of school records are provided at no charge for students withdrawing from KIA.

You will be contacted when the records are available for pick up.

Please allow 2 weeks for school records to be processed.

Student's Name: _____ Grade: _____

Date of Birth: _____ Years enrolled at KIA: _____

Number of Copies: _____

Date Requested: _____ Date Needed: _____

REQUESTING: (Please check all that apply; all years at KIA will be included unless otherwise noted)

- () Verification of enrollment - indicate years: _____
() Standardized Test Results (SAT-10s) – indicate years: _____
() School Report Cards (elementary & middle school) – indicate years: _____
() Transcript (high school)
() Other: _____

Parent's Email: _____

Parent's Phone: _____

Note: Please write down additional requests or information if needed.

See *Parent & Student Handbook* for transcript request policies and fees.

Serving the educational needs of the international community in Kunming, China since 1994.

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