



School Records / Transcript Request Form

学校记录/成绩单申请表

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

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

Please allow 2 weeks for school records to be processed

学校为退学的学生免费提供一整套学生在校记录档案，如需额外备则需每套收取 50 元人民币
学校/学习记录/成绩单必须提前两周申请

Student's Name 学生姓名: _____ Grade 年级: _____
Date of Birth 出生日期: _____ Years enrolled at KIA 入学年份: _____
Number of Copies 需求份数: _____
Date Requested 申请日期: _____ Date Needed 需要收到日期: _____

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

申请内容: (请勾选所列可申请项目; 在校就读时长将包含在内, 除非另作说明)

- Verification of enrollment - indicate years: _____
在学期间证明 - 注明学年份
- Standardized Test Results (SAT-10s/ MAP) - indicate years: _____
标准化考试(SAT-10s/ MAP) - 注明年份:
- School Report Cards (elementary & middle school) - indicate years: _____
学校成绩报告单 (小学和初中) - 注明年份
- Transcript (high school) 成绩单 (高中)
- Other 其他: _____

Parent's Email 家长电子邮箱: _____

Parent's Phone 家长电话号码: _____

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

备注: 如有额外要求或信息请在此写下。

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

请参阅家长/学生手册针对成绩单申请及费用收取的相关规定

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

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