



School Records / Transcript Request Form

학교 기록/성적증명서발급 신청서

A 50 RMB fee will be charged for each copy requested. (50위안/부)

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

(KIA진학철회시 학교기록 한부 무료 발급)

You will be contacted when the records are available for pick up. (서류가 준비되면 연락드림)

Please allow 2 weeks for school records to be processed. (서류발급 소요기간 2 주)

Student's Name/학생이름: _____ **Grade/학년:** _____

Date of Birth/생년월일: _____

Years enrolled at KIA/KIA 재학기간: _____

Number of Copies/신청매수: _____

Date Requested/신청날짜: _____

Date Needed/수령날짜: _____

REQUESTING/신청란: Please check all that apply; all years at KIA will be included unless otherwise note.

(신청 항목 모두 표기; 달리 언급되지 않는 한 KIA 재학기간 모두 포함)

Verification of enrollment 재학 증명서- indicate years 년도명시: _____

Standardized Test Results (SAT-10s/MAP) SAT10/MAP 성적표- indicate years 년도명시: _____

School Report Cards (elementary & middle school) 학교성적표 (초등학교 & 중학교)- indicate years 년도명시: _____

Transcript (high school) 성적 증명서(고등학교): _____

Other 기타: _____

Parent's Email/학부모 이메일: _____

Parent's Phone/학부모 연락처: _____

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

유의사항: 필요시 추가 요청 및 정보를 적어주십시오.

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

(성적 증명서 발급 규정 및 비용에 대해서는 학부모/학생 핸드북을 참조하십시오.)

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