

Academic Records Request for Elementary School

Steps

1. Inform the main office or elementary office when your child will be leaving DAIS or gathering records to apply to a new school.
2. Complete both sides of form to request records and return it to main office. One form per student.
3. Request one week in advance during the trimester and two weeks at the end of the trimester for official records for Elementary School.
4. Submit any payment for records and/or FedEx service to the main office

Student name _____ Current grade _____ Date _____

Request Number of Records

Please fill out the total number for each record.

Item	Cost	#of Copies		Total
Enrollment letter	20 RMB		=	
Current report card	50 RMB		=	
Historical report card <i>(One per grade)</i>	50 RMB		=	
Test Scores	50 RMB		=	

Reason for Request

Select one

_____ My son/daughter is applying to another school. The cost for copies is listed above.
Records are needed by _____

_____ My son/daughter will be leaving DAIS permanently on _____.

(Two copies of the following records are free of charge when a student permanently leaves DAIS. Additional copies of any record is the responsibility of the family to pay the school.)

- Current report card
- Test scores

- Historical report card (one year earlier)
- Enrollment letter

_____ Verification of enrollment at DAIS

-Office Use-

Total cost of additional records _____
 Cost of FedEx service _____
 Total amount due _____

Amount paid _____
 Date _____
 Initialized _____

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Select which method you prefer to receive the records. Mark one below.

_____ Option 1: Pick up at DAIS on _____ (date)

_____ Option 2: Email records to school/parent (circle)

_____ Option 3: Send FedEx records (Additional charge for this service)

Academic Records Request for Elementary School

Email Address _____

Email Address _____

FedEx Address

Name of Recipient _____ Contact Number _____

Name _____

Address 1 _____

Address 2 _____

City _____ State/Pr. _____

Country _____ Zip Code _____

Please sign this form and return to the main office.

Parent Signature

Date