

Student Records/Transcripts Request Form

Please return completed form to the ICS Front Office via email/mail/fax or in person.

Name of Student (LAST NAME, First Name):		Current Grade:	Date of Birth:
Requested By:		Date of Request:	
Email:		Reason For Request:	
Contact Tel No:		<input type="checkbox"/> Leaving Singapore <input type="checkbox"/> Transfer to Other School <input type="checkbox"/> Legal Documentation <input type="checkbox"/> College Application <input type="checkbox"/> Other: _____	
<p>The signature of a parent, legal guardian, or student is required to obtain student records.</p> _____ Signature of Parent/Legal Guardian/Student		If leaving, date of departure from school: _____	
Document/s Requested: <i>(Check all that apply)</i>	No. of Copies	Cost	
<input type="checkbox"/> Confirmation of Attendance		Free	
<input type="checkbox"/> Report Cards / Scholastic Records <input type="checkbox"/> High School Transcript <input type="checkbox"/> Other/s: _____		S\$25 EACH SET (inclusive of GST) of official printed copies of academic records, transcripts and other documents. Free for electronic copies of documents. <i>(Please note: current students and families can print records directly from PowerSchool. Official high school transcripts can be delivered via Parchment for a nominal fee (free for current students). For more information, contact registrar@ics.edu.sg.)</i>	
Document Collection / Delivery:			
Self-Collection <input type="checkbox"/> Pick up at ICS Front Office Mail: Local/Airmail/Overseas <input type="checkbox"/> Forwarding Address: _____		Electronic delivery <input type="checkbox"/> Email: _____	
Total Charges:			
S\$ _____	Invoice to be emailed or sent to: _____		
<p>Documents will be released upon receipt of payment. Please allow 2-4 weeks for delivery after payment is received.</p>			
FOR OFFICE USE ONLY:			
Signature of receiver _____		Date _____	
Payment received:		Comments: _____	
<input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N			