



REQUEST FOR STUDENT RECORD

Current Grade Level: _____ Academic Year of Entry to PIS: _____

First Name : _____ Last Name: _____ Contact number: _____

Date of Request: ___ / ___ / _____ Birth Date: ___ / ___ / _____ Gender: Male
(dd/mm/yyyy) (dd/mm/yyyy) Female

Photocopy of Passport is required for the release of any of the following documents.

The following documents shall be released ONE WEEK after acceptance of this request form.

SCHOOL ATTENDANCE

Purpose of request: _____

The following documents shall be released TWO WEEKS after acceptance of this request form.

TRANSCRIPT OF RECORDS

(School Attendance, Report Card Record and others)

Purpose of request: _____

To be filled up by Admin Office

CLAIM COUPON

(Present this to the Administration Office to claim your requested document)

Date of Claim: ___ / ___ / _____
(dd/mm/yyyy)

First Name : _____ Last Name: _____

Requested Document: _____