



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: _____