



## 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: \_\_\_\_\_