

Office of the Registrar
**School Records Invoice
 and Request Form**

Please fill out this form and return to Ms. Liu (registrar@wysichina.com) in the main office. Transcripts may be held due to outstanding account balances. Regular record processing time is two weeks, during normal working hours.

Name: _____ Grade: _____ Date: _____

Email Address: _____ Phone: _____

Records/Transcript Request (Mark with an “X”)

<input type="checkbox"/> Official Transcript with School Profile (grades 9-12; signed with school seal)	<input type="checkbox"/> Mail immediately
<input type="checkbox"/> Unofficial Transcript (grades 9-12; for your records)	<input type="checkbox"/> Hold in main office for pickup
<input type="checkbox"/> Report Card (grades K-8) <ul style="list-style-type: none"> • If yes, please specify the grades: _____ • Quantity for each grade: _____ 	<input type="checkbox"/> Mail after final grades are posted
Other Records <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Enrollment <input type="checkbox"/> Declaration of Accreditation <input type="checkbox"/> School Name Change Certification <input type="checkbox"/> School Profile <input type="checkbox"/> Activity List (grades 9-12) 	<input type="checkbox"/> Fax an unofficial record to the number provided. Please specify a recipient below.

Document Fees

Upon request, we will provide up to 6 sets of the above documents for each student at no cost each year. Requests over 6 sets will be charged 50 RMB for each set.

Shipping Fees

Korea	210 RMB
The United States	350 RMB
Hong Kong	150 RMB
Brazil	600 RMB
Taiwan	210 RMB
France	350 RMB

I hereby authorize release of my child's academic transcript/records as noted on this form.

Parent Signature: _____ Date: _____

Send student transcript/records to each of the following:

Institution/Person:
Mailing Address:
Phone Number:

Institution/Person:
Mailing Address:
Phone Number:

Institution/Person:

Mailing Address:

Phone Number:

Institution/Person:

Mailing Address:

Phone Number:

Institution/Person:

Mailing Address:

Phone Number:

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