

## Office of the Registrar

# School Records Invoice and Request Form

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Please fill out the form and return to Ms. Liu ([aliu@wyischina.com](mailto:aliu@wyischina.com)) at her 4<sup>th</sup> floor office. Payment must accompany record request. Transcripts may be held due to outstanding account balances. Regular record processing time is two weeks, during normal working hours.

### Records/Transcript Request (Mark with an "X")

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 ) <input type="checkbox"/> If yes, please specify the grades: _____ Quantity for each grade: _____	Mail after final grades are posted <input type="checkbox"/>
Other Records <ul style="list-style-type: none"> <li>• Certificate of Enrollment <input type="checkbox"/></li> <li>• Declaration of Accreditation <input type="checkbox"/></li> <li>• School Name Change Certification <input type="checkbox"/></li> <li>• School Profile <input type="checkbox"/></li> <li>• Activity List <input type="checkbox"/></li> </ul>	Fax an unofficial record to the number provided. Please specify a recipient below. <input type="checkbox"/>

### Fees

Item*	Quantity	Fees (RMB)
Student official transcript per copy × 20 RMB		
Report Card per copy × 20 RMB		
Other student records per copy × 10 RMB		
<b>Subtotal:</b>		
International expedite shipping (3-5 days) × 250 RMB		
International regular shipping (3-5 weeks) × 30 RMB		
International fax per page × 10 RMB		
National expedited delivery (3-5 days ) × 22 RMB		
<b>TOTAL:</b>		

\* For students in 11<sup>th</sup> and 12<sup>th</sup> grades: up to five (5) official transcripts with school profiles + five (5) copies of other records can be provided free of charge.

\*For students leaving WYIS: one (1) official transcript/current grade report card + two (2) copies of other records can be provided free of charge.

\*For current students: upon request, up to two (2) Certificates of Enrollment can be provided free of charge for employer or government purposes each semester.

## BUILDING A SOLID FOUNDATION

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:
Fax Number:

Institution/Person:
Mailing Address:
Fax Number:

Institution/Person:
Mailing Address:
Fax Number:

Institution/Person:
Mailing Address:
Fax Number:

Institution/Person:
Mailing Address:
Fax Number: