

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) at her 4th 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"> • 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 <input type="checkbox"/> 	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		
Subtotal:		
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		
TOTAL:		

* For students in 11th and 12th 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: