



**International
School
Los Angeles
Lycée
International**

For Office Use Only:

Date Received: _____

Balance Clear: _____

Date Completed: _____

Completed by: _____

Request for Release of Student Records

PRINT LEGIBLY - Name of Student while enrolled at the International School of Los Angeles:

_____ Date of Birth: _____
Last First Middle Month / Day / Year

Is this student currently enrolled at the International School of Los Angeles?

YES If Yes, Current Grade: _____ Campus: _____

NO If No, Years Attended: _____ Last Campus: _____

Last Date of Attendance or High School Graduation Date: _____

Records needed (Check all that apply):

Report Cards Since: _____ Standardized Test Scores – Specify: _____
Grade or School Year

Official Middle School Transcript (6th-9th grades) Teacher Recommendation Forms (Please attach

Official High School Transcript (9th-12th grades) forms to this request.)

Unofficial Middle School Transcript (6th-9th grades) Other – Specify: _____

Unofficial High School Transcript (9th-12th grades)

Health/Immunization Records

Note: A transcript in elementary (preschool through 5th grade) consists of the student's report cards.

The records above will be sent to the following institution (specify a person or office if known):

INSTITUTION: _____ **ATTN:** _____

Choose one of the following methods (or more as needed), and provide the contact information:

By Mail – Address: _____

City, State, Zip, Country: _____

By Fax – Fax Number: _____

By Email – Email Address: _____

Choose one: Send immediately Send at end of current term Send after this date: _____

Notes: _____

Please allow 7-10 business days upon receipt to process records requests.

Release of Records Agreement

I, _____, hereby agree to have the International
Print Name of Guardian (or Student if over 18 years old)

School of Los Angeles release my/my child's academic record to the institution named above.

Signature of Guardian (or Student if over 18 years old) _____ Date: _____

Phone Number: _____ Email: _____

(rev. 04/2016)

International School of Los Angeles

www.internationalschool.la

www.internationalschool.la/academics/records-requests/