



**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 (6<sup>th</sup> - 8<sup>th</sup> grades)  Teacher Recommendation Forms (Please attach

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

Unofficial Middle School Transcript (6<sup>th</sup> - 8<sup>th</sup> grades)  Other – Specify: \_\_\_\_\_

Unofficial High School Transcript (9<sup>th</sup> - 12<sup>th</sup> grades)

Health/Immunization Records \_\_\_\_\_

Note: A transcript in elementary (preschool through 5<sup>th</sup> 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 Email – Email Address: \_\_\_\_\_

Choose One: Send immediately Send at end of current term Send after this date: \_\_\_\_\_

Notes: \_\_\_\_\_

### 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 Student's academic record to the institution named above.

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**International School of Los Angeles**

[www.internationalschool.la](http://www.internationalschool.la)

[www.internationalschool.la/academics/records-requests/](http://www.internationalschool.la/academics/records-requests/)

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