



## Transcript Request Form (Grades 9-12)

Received Date: \_\_\_\_\_

### Personal Information

Student Name: \_\_\_\_\_  
Last Name Official Name Prefer Name

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

- Current Student (Grade \_\_\_\_\_ )       Alberta Curriculum       IB Program
- Former Student (Last grade completed: \_\_\_\_\_ ; Last year attended: \_\_\_\_\_ )

### Instructions

- Number of transcripts request: \_\_\_\_\_ (hard copy) & \_\_\_\_\_ (soft copy)
- Including Grade 9       Number of school profiles requested: \_\_\_\_\_
- Current school mark or       Wait for the coming term/Diploma examinations results
- I will pick up the transcripts: \_\_\_\_\_ (number of transcripts)
- I authorize \_\_\_\_\_ to pick up the transcripts

1. Please send \_\_\_\_\_ copies to the following address/number by:

Regular post       Email       Upload      Application #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Please send \_\_\_\_\_ copies to the following address/number by:

Regular post       Email       Upload      Application #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please send \_\_\_\_\_ copies to the following address/number by:

Regular post       Email       Upload      Application #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Please send \_\_\_\_\_ copies to the following address/number by:

Regular post       Email       Upload      Application #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Processing and Fees

1. Transcripts are issued upon submission of a Transcript Request Form to the Office. Ten (10) working days should be allowed for processing. If students choose to wait for term marks, final marks, or Diploma examination result, transcripts will be issued at least Ten (10) working days after the publishing of report card or Diploma examination result. Transcript Fees as follows:
  - HK\$25.00/copy: Hard copy/soft copy
  - HK\$20.00/copy: Postage
2. Only cash or cheque with an exact amount in Hong Kong dollars and payable to **Christian Alliance International School** will be accepted.
3. Post-dated cheques are not accepted.
4. Incomplete or illegible orders will not be processed.

## Office Use Only

Description	Quantity	Fee
Hard copy/soft copy	\$25 x _____	HK\$
Postage	\$20 x _____	HK\$
Total Fee:		HK\$
<input type="checkbox"/> Cash or <input type="checkbox"/> Cheque# _____		<input type="checkbox"/> Receipt#

Date Completed: \_\_\_\_\_ Inform Student: \_\_\_\_\_

Front Desk: \_\_\_\_\_

Name of person who received transcripts: \_\_\_\_\_

Signature of person who received transcripts: \_\_\_\_\_

Received Date: \_\_\_\_\_