

REQUEST FOR TESTIMONIAL / TRANSCRIPT

(Testimonials and Transcripts only available to students leaving Year 4 and Year 6)



ACS (International)

A Methodist Institution

STUDENT DETAILS

Name (as in Passport/NRIC) <i>(Please underline surname)</i>		Date
Tutor Group / Year		Mobile No.
Date Joined	Date Leaving	

REQUEST DETAILS

Testimonial <i>(Please tick accordingly)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Transcript <i>(Please tick accordingly)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Others <i>(Please specify):</i>
No. of Copies:	No. of Copies:	No. of Copies:
Is this your first request? Please tick accordingly. <input type="checkbox"/> Yes <input type="checkbox"/> No		

State the reason for this request

Note:

- Year 6 students automatically receive their testimonial and transcript at the end of the school year. They only need to request for these documents if they are applying to university before year end.
- Year 4 students who are leaving school can request for a testimonial and a transcript. School leavers in other year groups can only request for a copy of the school transcript summary of all school reports.
- A fee of \$5 per copy will be charged for a repeated request or for multiple copies.
- Please allow a minimum of **10** working days for the processing of testimonials and **5** working days for transcripts.

Parent's / Guardian's Signature	Date
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