

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 whose parents have informed the school that they are leaving school are eligible to request for a testimonial and a transcript.
- School leavers in other year groups can only request for a copy of the school transcript which summarises their report grades at ACS (International). The school does not write reports for any school that students intend to apply to but only provides the school transcript if they request for a school report.
- A fee of \$5 per copy will be charged for a repeated request or for multiple copies.
- A minimum processing period of **10** working days for testimonials and **5** working days for transcripts is required.
- No issuance of these documents will be done during the November/December school break.

Parent's / Guardian's Signature	Date
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