



# Faith International Academy

## Student Transcripts & Records Request Form

All records will be sent within 5 business days after this form is submitted. Records will not be sent for students with a delinquent account with FIA.

STUDENT'S COMPLETE NAME: \_\_\_\_\_ Today's Date: \_\_\_\_\_

GRADE & SCHOOL YEAR(S) ENROLLED AT FAITH (please circle all that apply):

Grade: K    1    2    3    4    5    6    7    8    9    10    11    12

School Year(s) Enrolled: \_\_\_\_\_

High School Graduation Year: \_\_\_\_\_

**RECORDS REQUESTED:**

- Report Cards (K 1 2 3 4 5 6 7 8 9 10 11 12)
- Elementary Transcripts (3):    Grades 1-2    Grades 3-5    Grades 6-8
- High School Transcripts (Includes School Profile & School Name Change Letter)
- Other: \_\_\_\_\_

**DELIVERY METHOD: Official records are sent from school to school, not given to students or parents. Circle the preferred method of delivery (Note: additional charges may apply, see below)**

- Hand carry with Student or Parents (unofficial copy)
- Official Records

**sealed envelope                      mail                      email                      fax                      DHL/FedEx**

**online form** (please give additional directions below)

School/University: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Payment Method:     Cash             Charge to Faith International Academy Account

Total Cost: \_\_\_\_\_

Requested by: \_\_\_\_\_

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FOR OFFICE USE

Business Office Clearance: \_\_\_\_\_

Date Records Sent: \_\_\_\_\_

<b>Transcript Request Fee:</b>	<b>P100/ transcript</b>
<b>Additional Charges:</b>	
International Fax (per page)	<b>P50</b>
Fax to Manila (per page)	<b>P25</b>
Local	<b>No charge</b>
Mail through post office	<b>P50</b>
Mail through DHL/FedEx	<b>Varies</b>
~All costs are the student's family's responsibility.	