



Faith International Academy

Student Transcripts & Records Request Form

All records requested will be sent within 10 business days after receiving full payment for the transcripts needed. Full payment is needed to begin the process.

STUDENT'S COMPLETE NAME:

Today's Date:

GRADE & SCHOOL YEAR(S) ENROLLED AT FIA:

Grade (check all that apply) K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

School Year(s) Enrolled:

High School Graduation Year:

RECORDS REQUESTED (please check all that apply):

☐ Report Cards: K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

(Put number of copies in box after the grade)

☐ Middle School Transcripts

☐ High School Transcripts (Includes School Profile)

☐ High School Awards and Activities Record

☐ Certificate of Enrollment/Completion/Graduation (DepEd CAV Form 4)

☐ Others:

Price Qty Total Amt

P150.00		
P250.00		
P250.00		
P150.00		
P150.00		
P150.00		

*Certified True Copy costs 50% of the original. No seal or document stamp.

*First Transcript request after graduation is free (excluding delivery costs).

*For students abroad, you may request transcripts from the ACSI Depository through the link below:

<https://www.acsi.org/global/international-schools/forms/transcript-request-form>

DELIVERY METHOD: Official records are sent from school to school, not given to students or parents. Check the preferred method of delivery. **Delivery costs are in addition to document costs.**

☐ DHL/FedEx – P2,800.00

☐ Registered (Post Office) – P600.00

☐ Express (Post Office) – P1,200.00

Name of school/university:

Mailing address (to mail documents):

Email add (send electronic documents): Fax number:

Person requesting documents: ***Total Cost:**

Contact information (requester):

Special instructions:
(ie. portal uploads)

Payment method: Choose one

Business Office Signature: Date:

Acad. Rep. who received request: Date:

Notes/special instructions: