

DISK Official Transcript Request Form

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|-------------------|---------|--------|
| Student Name: | Grade: | Date: |
| Address: | | |
| Home Phone: | Mobile: | Email: |
| Parent Signature: | | |

- All transcripts will be mailed directly to the School or Organization.
- Please prepare a prepaid envelope per School or Organization.
 - EMS for International
 - 500 yen Letter Pack for Domestic
- Processing Time: Transcripts can take up to 10 business days to prepare and mail.

| Mail the Transcript(s) To: Please print clearly the name and address of the School or Organization. | Documents Requested and Number of Copies | Date to Arrive at the School or Organization |
|--|--|--|
| <input type="checkbox"/> Domestic Mail Or <input type="checkbox"/> International Mail | <input type="checkbox"/> Predicted Overall Score for the IB Diploma Program # of copies _____ <input type="checkbox"/> Predicted Individual Scores for the IB Diploma Program Typically these are not generated until late December to mid-January. Individual subject predicted scores will not be shared with students until after they have taken the MOCK DP exams. # of copies _____ <input type="checkbox"/> Transcript for the IB Diploma Program Year 1 # of copies _____ <input type="checkbox"/> Transcript for the IB Diploma Program Year 2 (if applicable) # of copies _____ <input type="checkbox"/> Transcript for High School (Grade 9 and 10) # of copies _____ | |
| <input type="checkbox"/> Domestic Mail Or <input type="checkbox"/> International Mail | <input type="checkbox"/> Predicted Overall Score for the IB Diploma Program # of copies _____ <input type="checkbox"/> Predicted Individual Scores for the IB Diploma Program Typically these are not generated until late December to mid-January. Individual subject predicted scores will not be shared with students until after they have taken the MOCK DP exams. # of copies _____ <input type="checkbox"/> Transcript for the IB Diploma Program Year 1 # of copies _____ <input type="checkbox"/> Transcript for the IB Diploma Program Year 2 (if applicable) # of copies _____ <input type="checkbox"/> Transcript for High School (Grade 9 and 10) # of copies _____ | |

----- for Office Use Only -----

To be signed by the Admissions Officer

| | | |
|--|------------------|-------------|
| Admissions Officer | Signature: _____ | Date: _____ |
| Documents Confirmed and Checked: | | |
| <input type="checkbox"/> Predicted Overall Score for the IB Diploma Program # of copies _____ | | |
| <input type="checkbox"/> Predicted Individual Scores for the IB Diploma Program <small>Typically these are not generated until late December to mid-January. Individual subject predicted scores will not be shared with students until after they have taken the MOCK DP exams.</small> # of copies _____ | | |
| <input type="checkbox"/> Transcript for the IB Diploma Program Year 1 # of copies _____ | | |
| <input type="checkbox"/> Transcript for the IB Diploma Program Year 2 (if applicable) # of copies _____ | | |
| <input type="checkbox"/> Transcript for High School (Grade 9 and 10) # of copies _____ | | |
| Mailed on: | | |

To be signed by the DP Coordinator

| | | |
|-----------------------|------------------|-------------|
| DP Coordinator | Signature: _____ | Date: _____ |
|-----------------------|------------------|-------------|

| <i>Document Being Requested</i> | <i># of Copies</i> |
|---|--------------------|
| <input type="checkbox"/> Predicted Overall Score for the IB Diploma Program | |
| <input type="checkbox"/> Predicted Individual Scores for the IB Diploma Program | |

To be signed by the Transcript Officer

| | | |
|---------------------------|------------------|-------------|
| Transcript Officer | Signature: _____ | Date: _____ |
|---------------------------|------------------|-------------|

| <i>Document Being Requested</i> | <i># of Copies</i> |
|---|--------------------|
| <input type="checkbox"/> Transcript for the IB Diploma Program Year 1 | |
| <input type="checkbox"/> Transcript for the IB Diploma Program Year 2 | |
| <input type="checkbox"/> Transcript for High School (Grade 9 and 10) | |

To be signed by the Principal

| | | |
|------------------|------------------|-------------|
| Principal | Signature: _____ | Date: _____ |
|------------------|------------------|-------------|