

## DISK Official Transcript Request Form

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

**Transcripts can 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
- Mailed to the parent/guardian in a sealed envelope. (No postage or prepaid envelope is required.)

**Processing Time: Transcripts can take up to 5 to 10 business days to prepare.**

DISK should send the sealed envelope to the name and address provided below.	Documents Requested and Number of Copies	Date to be completed by
	<input type="checkbox"/> Transcript for Grade(s) _____ # of copies per transcript _____  <input type="checkbox"/> Certificate of Enrollment # of copies _____  <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Teacher's name to complete the letter <input type="checkbox"/> _____ # of copies _____  <input type="checkbox"/> Other _____ # of copies _____	

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

***To be signed by the Admissions Officer***

<b>Admissions Officer</b>	Signature:	Date:
<b>Documents Confirmed and Checked:</b>		
<b>Mailed on:</b>		

***To be signed by the Principal***

<b>Principal</b>	Signature:	Date:
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***To be signed by the Head of School***

<b>Head of School</b>	Signature:	Date:
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