

ALL CORRESPONDENCE SHOULD BE  
 ADDRESSED TO THE HEADTEACHER.  
 TELEPHONE: 2624 4292  
 FAX: 2624 7292



**DIOCESAN BOYS' SCHOOL**  
**PRIMARY DIVISION**  
 131, ARGYLE STREET,  
 KOWLOON,  
 HONG KONG.

Application for Result Slip / Reference Letter

Student's Name \_\_\_\_\_ (\_\_\_\_\_)

Student's STRN \_\_\_\_\_

|                        |                            |
|------------------------|----------------------------|
| <b>Present Student</b> | <b>Past Student</b>        |
| Class Attending: _____ | Year of Graduation: _____  |
|                        | Class of Graduation: _____ |

|   |     |               |
|---|-----|---------------|
| <b>Result Slip</b>  | Qty | \$20 per copy |
| I would like to apply for result slip(s) from Grade _____ to _____. |     |               |
| <b>Total</b>  |     |               |

|  |                     |     |        |
|--|---------------------|-----|--------|
| <b>Reference Letter</b>                          |                     | Qty | Amount |
| Have you requested any Reference Letter before ? |                     |     |        |
| No   | \$50 for first copy |     |        |
| Yes  | \$20 per copy       |     |        |
| Yes, but it needs to be updated                  | \$30 for first copy |     |        |
| Subsequent copies                                | \$20 per copy       |     |        |
| <b>Total</b>                                     |                     |     |        |

School Chop

Signature of Staff \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

- ◆ This Application Form must be submitted together with a formal request letter addressed to the Headteacher stating the reasons for the above applications.
- ◆ Please allow two working weeks for processing the application.
- ◆ Please issue a cheques made payable to "Diocesan Boys' School Primary Division".