Diocesan Boys' School Primary Division
Documents Request Form

Name: _____

STRN:_____

D.O.B: _____

Email: _____

Tel No.: _____

Address: _____

_____

Pick-up method:_____

Class Attended (In chronological order)		*Application Received:*	*Remarks:*
Year (e.g. 2015-2016)	**Class** (e.g. 1D)	*Fee Collected:*	
		Picked-up /Sent	

Transcripts

Transcript is a student's full academic record in this school.

I would like to have transcripts from **Grade**____ to **Grade**____ x____ copy(s)

First copy: Free of charge

Subsequent copies: $20 each____ copy(s) $ _____

Handed to HT:

Recommendation/ Reference Letters

Please fill out form R2 for information to be included in your letter. Please also provide copies of certificates of academic, music, sports and other achievements.

First copy: Free of charge

Subsequent copies: $20 each ____ copy(s) $ _____

Total $_____

Prepared:

Signed:

Other remarks (if any):

- The Documents Request Form must be submitted together with a formal request letter addressed to the Headteacher stating the reasons for the above application.
- All documents will be processed during the first week of each month and all required references will be returned to parents / related institutes by the end of the month.
- Please issue a cheque made payable to "Diocesan Boys' School Primary Division".
- Please note that any requests submitted to the school after the first week of the month will be processed the following month.