



School Records/Transcript Request Form

*All current students can receive records and transcripts free of charge.
For all other students there is a 200 taka fee for digital copies and a
shipping fee for each packet mailed to a university.
You will be contacted when the records are available for pick up.*

Student's Name: _____ Grade: _____

Date of Birth: _____ Years at WCA: _____

No. of Hard/Soft Copies: _____

Date Requested: _____ Date Needed: _____

Please note there is a 1,000 taka expediting fee per copy for requests that need to be completed in under two weeks. This fee applies to both former and current students.

Requesting: *Please check all that apply; all years at WCA will be included unless otherwise noted*

Forms available for high school students:

- Unofficial Transcript (high school)
- Official Transcript (high school)*
- Standardized Test Results (SATs) - indicate test date(s) _____
- School Profile
- Guidance Counselor Recommendation Letter*
- High School Recommendation Letters (list teacher names below)*

Forms available for elementary through high school students:

- Verification of enrollment ----- indicate years _____
- School Report Cards (elementary & MS) ----- indicate years _____
- Transfer Certificate _____
- Others _____

**WCA will send records indicated with this mark directly to the school or university. A physical or digital address must be provided by the student before records will be sent.*

***Current WCA students can receive an unofficial copy of their incomplete transcript.*

Parent's Email: _____ Parent's Phone: _____

Student's Email: _____ Student's Phone: _____

Note: On the back, please write down additional requests for information needed. (e.g., physical or email address of the chosen university's administration office)

Office Use Only Tuition fees paid Library fines paid Books returned
 Date packet is prepared Date packet is picked up/mailed
 Total fees paid to accounts (expediting/digital/shipping fees)

Name of University: _____
Please send records to the following address: _____
** provide either a physical or an email address* _____

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