



**KUNMING INTERNATIONAL ACADEMY**  
**昆明国际学校**

## School Records /Transcript Request Form

*A 50 RMB fee will be charged for each copy requested.*

*One set of school records are provided at no charge for students withdrawing from KIA.*

*You will be contacted when the records are available for pick up.*

*Please allow 2 weeks for school records to be processed.*

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Years enrolled at KIA: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

Parent's Phone: \_\_\_\_\_

Note: Please write down additional requests or information if needed.

*Serving the educational needs of the international community in Kunming, China since 1994.*

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