



**Diocesan Boys' School Primary Division
Student Recommendations and Referrals
Documents Request Form**

Name: _____

STRN: _____

D.O.B: _____

Email: _____

Tel No.: _____

Address: _____

Class Attended (In chronological order)	
Year (e.g. 2015-2016)	Class (e.g. 1D)

Pick-up method: Document passed through Class Teacher ☐ Email to school(s) applied ☐
(Please tick ✓ the appropriate box)

Document to be requested: Transcript ☐ Reference Letter ☐
(Please tick ✓ the appropriate box)

Please read the following before signing and submitting.

- Documents will be prepared only for students **currently studying in Diocesan Boys' School Primary Division.**
- This form should be submitted **at least 14 working days** in advance to ensure adequate time for processing the documents. **Urgent applications will not be entertained.**
- Applications will be processed only when all details or documents necessary are provided.
 - This form
 - A copy of last 2 years' Report Cards
 - Recommendations/ Reference Letter Request Form (R2)
 - Copies of certificates of academic, music, sports and other achievements
 - A cheque payable to "**Diocesan Boys' School Primary Division**" for any required payment
 - Urgent applications will not be entertained

Parent's Signature

Date

Parent's Name (Printed)

A. List the names of schools that you are applying to:

<i>School Name (City, Country)</i>

B. Fill in the corresponding information before requesting for the documents you request:

Transcripts

I would like to have transcripts from Grade _____ to Grade _____

First copy: Free of charge

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

Recommendation/Reference Letters

Please fill out the _____ form for information to be included in your letter

First copy: Free of charge

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

<i>(School Use Only)</i>
Payment:
Certificates and Academic Reports:
Application completed on: