

AUTHORIZATION TO RELEASE SCHOOL RECORDS

It is the responsibility of the **applicant's parents** to provide complete, official school records for the three years preceding admission to ISKL. These will include report cards/transcripts/standardized test results; any existing information regarding attendance, behavior, and special services (e.g., IEP, speech, curriculum modifications, etc.); and results of all psychological, educational, or speech and language testing administered to the applicant.

Admission cannot be considered without these records, and the admissions process will be deferred until they are received. We ask that you complete and sign this authorization form so that ISKL may assist in this process by requesting the required records from the previous school(s). Note, however, that responsibility for providing the required school records to ISKL ultimately rests with the parents.

I authorize and request the release of all academic and behavioral records for:

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**From (School's Name):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Fax:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name of Contact Person at the School:** \_\_\_\_\_

**Email Address of Contact Person:** \_\_\_\_\_

**Dates Attended:** \_\_\_\_\_

The records should be forwarded to:

Director of Admissions  
The International School of Kuala Lumpur  
P.O. Box 12645,  
50784 Kuala Lumpur  
Malaysia

Tel: 60 3 4259 5627/5628  
Fax: 60 3 4259 5738  
Email: admissions@iskl.edu.my

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**Parent's Signature and Date**