



# THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

2, Lorong Kelab Polo Di Raja, 55000 Kuala Lumpur, Malaysia

Phone: (603) 4813 5004 | Fax: (603) 4813 5104 | Email: admissions@iskl.edu.my

## 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; and any existing information regarding attendance, behavior, and special services.

If the applicant has received special services at any time, (e.g., IEP, speech, curriculum modifications, etc.), all support plans, psychological, educational, development and/or speech and language testing reports are required.

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 record(s) from the previous school(s). Note, however, that responsibility for providing the required school records to ISKL ultimately rests with the parents. This form also authorizes ISKL to contact the current school should additional information be required.

I authorize and request the release of all academic, special services, 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: 603 4813 5004  
Fax: 603 4813 5008  
Email: admissions@iskl.edu.my

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**