

## Procedure for Sending/Receiving Official ISD Documents

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**ISD does not issue official copies of the Senior School (SRS) Transcript, IB Diploma (DP) Predicted Grades, teacher/counsellor recommendation letters, or institution-specific rating scales to students and/or parents.**

This practice protects the integrity and confidentiality of the document(s) and ensures the receiving institution (school/college/university) that the information has not been altered, changed, or tampered with in any way. **We follow this procedure and apply it equally to ISD students who are transferring to another school and/or to ISD students applying to institutions around the world.**

ISD is able to issue an **UNOFFICIAL** copy of the **SRS Transcript** and/or **DP Predicted Grades** to students and/or parents. This document will bear an 'UNOFFICIAL' watermark and will not have a signature, school seal, or stamp. Students and/or parents may provide copies of the unofficial transcript to the institution(s) of their choice as needed.

The ISD SRS Counselling Office will send an **OFFICIAL** copy of the **SRS Transcript** and/or **DP Predicted Grades** via the relevant counsellor and/or secretary directly to an institution(s) as requested by the student/parent. Please see below for the contact details:

**Keith Layman** – [layman@isdedu.de](mailto:layman@isdedu.de)  
Gr. 9-12 Counsellor – Last names **A-I**

**Marlene Mika** – [mikam@isdedu.de](mailto:mikam@isdedu.de)  
Gr. 9-12 Counsellor - Last names **J-R**

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Gr. 9-12 Counsellor – Last names **S-Z**

**Andrea Wagner** – [wagner@isdedu.de](mailto:wagner@isdedu.de)  
**German** Higher Education Counsellor

**Noriko Kitagawa-Axmann** – [kitagawa@isdedu.de](mailto:kitagawa@isdedu.de)  
**Japanese** Higher Education Counsellor

Thank you for your understanding.

**Keith Layman** – [layman@isdedu.de](mailto:layman@isdedu.de)  
ISD SRS Counselling Department Head  
[www.isdcounselling.org](http://www.isdcounselling.org)

**Colin Campbell** – [campbell@isdedu.de](mailto:campbell@isdedu.de)  
ISD SRS Principal  
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**Mercedes Walther** – [walther@isdedu.de](mailto:walther@isdedu.de)  
ISD SRS Secretary

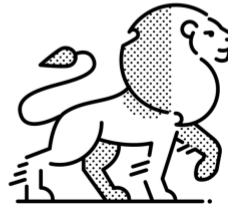
**Julie Massong** – [massong@isdedu.de](mailto:massong@isdedu.de)  
ISD SRS Secretary



Counselling Department

INTERNATIONAL SCHOOL OF DÜSSELDORF

SINCE 1968



OFFICIAL SRS TRANSCRIPT REQUEST

ISD does not issue official copies of the SRS Transcript, teacher/counsellor recommendation letters, or university rating scales to students and/or parents.

Complete this form to request an official copy of the SRS Transcript.

You must complete a separate request for each individual institution.

Person making the request: \_\_\_\_\_

I am a (STUDENT/PARENT): \_\_\_\_\_ Date (dd/mm/yr): \_\_\_\_\_

Student name: \_\_\_\_\_

D.O.B. (dd/mm/yr): \_\_\_\_\_ ISD Student #: \_\_\_\_\_ Grade: \_\_\_\_\_

DELIVERY BY \*POST

\*Special delivery by courier is available. Ask for details.

Number of copies: \_\_\_\_\_ Gr. 6-8 SRS Transcript \_\_\_\_\_ Gr. 9-12 SRS Transcript

Name of Institution: \_\_\_\_\_

Street name/#: \_\_\_\_\_

Postal code/city: \_\_\_\_\_

Country: \_\_\_\_\_

Contact Person (if known): \_\_\_\_\_

Email Address (if known): \_\_\_\_\_

Phone Number (if known): \_\_\_\_\_

DELIVERY BY \*EMAIL

\*One copy signed and certified using Adobe Pro.

Please check: \_\_\_\_\_ Gr. 6-8 SRS Transcript \_\_\_\_\_ Gr. 9-12 SRS Transcript

Name of Institution: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title (if known): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDITIONAL DOCUMENTS Please list any additional documents that you require.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE ONLY

Request processed by (name): \_\_\_\_\_

Request completed (mm/dd/yr): \_\_\_\_\_