



## Procedure for Sending/Receiving Official ISD Documents

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**ISD DOES NOT ISSUE UNSEALED OFFICIAL** copies of the Senior School 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 higher education institutions around the world.

ISD will issue an **UNOFFICIAL** copy of the Senior School 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 these unofficial documents 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.

Thank you for your understanding.

**Keith Layman** ([layman@isdedu.de](mailto:layman@isdedu.de))  
ISD SRS Counselling Department Head

**Colin Campbell** ([campbell@isdedu.de](mailto:campbell@isdedu.de))  
ISD Senior School Principal

### Counsellor Details

**Keith Layman** ([layman@isdedu.de](mailto:layman@isdedu.de))  
Higher Education Counsellor (A-K)

**Marlene Mika** ([mikam@isdedu.de](mailto:mikam@isdedu.de))  
Higher Education Counsellor (L-Z)

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

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

### Secretary Details – Gr. 9-12 Transcripts

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

**Cecil Fajardo** ([fajardoc@isdedu.de](mailto:fajardoc@isdedu.de))  
ISD SRS Secretary

### Secretary Details – Gr. 6-8 Transcripts

**Phumla Petit** ([petitp@isdedu.de](mailto:petitp@isdedu.de))  
ISD SRS Secretary

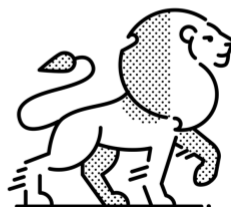
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ISD SRS Secretary



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): \_\_\_\_\_