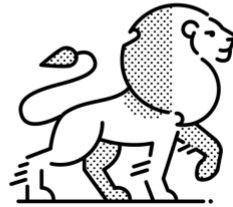




Counselling Department

INTERNATIONAL  
SCHOOL OF  
DÜSSELDORF

SINCE 1968



## 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))  
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### Counsellor Details

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### Secretary Details – Gr. 6-12 Transcript Requests

**Cecil Fajardo**  
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**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): \_\_\_\_\_