

REQUEST FOR DOCUMENTS

INSTRUCTIONS: After filling out the form, please submit it to the Admin Counter or email to registrar@studentdeskims.org with the Subject: Request for Documents – Student's Name (Last Name, First Name, Middle Name).

Date Requested:		SELECT DOCUMENT TYPE & QTY (Pls. do not fill the price column)		
Date Paid:	Receipt No.:	Purpose of Request:		
STUDENT INFORMATION		Type	Qty	Price
Learner's Reference Number (LRN):		<input type="checkbox"/> Certificate of Enrollment (P 150.00)		
		<input type="checkbox"/> Certificate of Good Moral (P 150.00)		
Student ID Number:		<input type="checkbox"/> Recommendation Letter (P 150.00)		
Last Name:		<input type="checkbox"/> Progress Report / F138 (P 250.00)		
First Name:		<input type="checkbox"/> Permanent Record F 137* (P 300.00)		
Middle Name:		<input type="checkbox"/> School ID (PhP 300.00)		
Grade Level:		<input type="checkbox"/> Other/s:		
Gender <input type="checkbox"/> M <input type="checkbox"/> F Birthday:		*Pls. furnish us a copy of the Request Letter from the receiving school.		
Did you have a change or correction of name at SD IMS? <input type="checkbox"/> Yes <input type="checkbox"/> No		Total		
CONDITIONS AND REMINDERS				
PARENT / GUARDIAN INFORMATION		Under existing laws, only the parent/legal guardian is allowed to request for documents in connection with his/her school records and claim the requested documents.		
Name of Parent / Legal Guardian:		SD IMS reserves the right to withhold, deny or cancel any request for document due to pending accountabilities.		
Mobile Number:		To verify the identity of the requesting/claiming party, one (1) valid Identification Card shall be required for presentation upon request and one (1) upon claiming of the documents.		
Email Address:		Requests and claims of documents by representative/proxy should be covered by an authorization letter. The proxy/representative must present his/her one (1) valid ID and one (1) of the parent / legal guardian.		
Address w/ Zip Code:		Documents not claimed after sixty (60) days will be destroyed.		
I have read and understood all the conditions and reminders in connection with this request and agree to comply with them.				
_____ Signature Over Printed Name		_____ Date		
	Submitted by	Approved by	Received by	
Name				
Date / Signature				

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A. IMPORTANT GUIDELINES

- Current students and graduates are required to use this form to request for additional or official documents from the Registrar's Office.
- Regular processing days shall be 7 to 10 working days (excluding Sundays and holidays) depending on the type of document requested.
- Request for documents is subject to clearance by the Registrar, Accounting and other concerned offices.

B. PROCESSING TIME & PERIOD

Please be advised that processing of official records is within 7 to 14 working days from the receipt of your request.

Certifications - after seven (7) working days

Permanent Records - after fourteen (14) working days

Transfer Credentials - after fourteen (14) working days

C. MODIFIED BUSINESS HOURS

Monday to Friday, 9 am to 4 pm.

D. PAYMENT INSTRUCTIONS

To pay via online, click on bit.ly/SDIMSPaymentPortal

E. CONTACT US

For any request for documents concerns, you may send us an email at registrar@studentdeskims.org

Kindly take note that emails received beyond the official working hours (Monday-Friday, 9:00AM-4:00PM) and holidays may take us longer to respond.