







DEPARTMENT OF EDUCATION

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		Туре		Qty	Price
Learner's Reference Number (LRN):		Certificate of Enrollm	ent (P 150.00)		
		Certificate of Good M	loral (P 150.00)		
Student ID Number:		Recommendation Let	etter (P 150.00)		
Last Name:		□ Progress Report / F138 (P 250.00)			
First Name:		Permanent Record F	Permanent Record F 137* (P 300.00)		
Middle Name:		□ School ID (PhP 300.00))		
Grade Level:		□ Other/s:			
Gender 🗆 M 🗆 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? 🗋 Yes 🗌 No		Total			
		CONDITIONS AND REMINDERS			
PARENT / GUARDIAN INFORMATION					
PARENT / GUARDIAN	INFORMATION	Under existing laws, only	/ the parent/leg	al guc	ardian is
PARENT / GUARDIAN		Under existing laws, only allowed to request for docu school records and claim th	iments in connect	ion wit	h his/her
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REQUEST FOR DOCUMENTS

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 <u>registrar@studentdeskims.org</u> 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.