

SUMMER SCHOOL DOCUMENT REQUEST

SINGAPORE AMERICAN SCHOOL



Students: Please fill out this form completely each time you are requesting materials be sent in support of a summer school application. The Counseling Office uses this form to track which documents should be submitted with each application. You can download, complete, and print this form from the "download documents" section of the Counseling Website.

Student's Name: _____

Date Form Submitted: _____ **Deadline:** _____

Summer School's Name and Address:

Sending Items:

Official transcripts include a signature and seal and must be sent directly from SAS to the receiving school. Neither official transcripts nor recommendations can be given to families. Select how these documents should be sent:

- Send documents by airmail (no cost)
- Send documents by FedEx from SAS (families must pay S\$28 for each packet)
- Send documents by fax (no cost, but rarely are fax documents considered as official)
- Send documents electronically (no cost, but only a small number of schools accept attachments)

The preference is that all documents are sent in the same envelope. Receiving everything at once can expedite the decision process. If a paper application is used, bring the completed application to the Counseling Office and we will include it with the documents listed below so that everything can be sent together in one envelope.

Items to be Sent:

Transcript and High School Profile

A transcript is always sent. Check the boxes to indicate other required items which should be sent to this summer school.

- Application form
- Counselor recommendation (name) _____
- Teacher recommendation (name) _____
- Other (describe) _____
- Other (describe) _____
- Other (describe) _____

Comments:

Counseling Office Use: Materials Sent By: _____ Date: _____