

国际部高中学生成绩单申请管理办法（试行）

（2023年3月）

为规范国际部高中的学生成绩单流程管理，结合学部实际，特制定本办法。

第一条 学生上网填写《国际部高中成绩单申请》。学生应至少在截止日期前两周提交申请（如遇假期向前顺延）。

第二条 在线提交申请后，国际部中学升学办公室与财务部门在两个工作日内核查学生是否缴清学费，核查申请填报是否符合规范。

如未缴清学费，或申请填报不符合规范，国际部中学升学办公室发送邮件给学生，告知申请不予受理及其原因。

如已缴清学费，且申请填报符合规范，国际部中学升学办公室发送邮件给学生，告知成绩单申请已经受理。

第三条 国际部中学升学办公室在受理申请后五个工作日内将成绩单按照申请所填要求提供给接收人。

第四条 学校教职员工不得在未接到国际部中学升学办公室邮件告知的情况下向外部人员或单位发送成绩单。不得将成绩单发给接收单位以外的相关人员，特别是学生、家长和中介机构。

第五条 本管理办法自发布之日起实施，由国际部中学升学办公室负责解释。

IDHS Measures for the Issuance of Transcripts

(for Trial Implementation)

(March 2023)

The following measures have been formulated to standardize the management of transcripts in the International Division High School (IDHS) in view of the practical needs of academic departments.

1. Students should submit the online Report Card Request at least two weeks before the deadline (in case of holidays, it should be submitted earlier).
2. After an online request is received, the College Counseling Office (CC Office) will check that the request is properly filled out and will check with the financial department that the student has paid all tuition fees. This will happen within two business days.
 - 2.1 If the tuition fee is not paid or the request was not properly filled out, the CC Office will notify the student by email that his or her request was rejected and give the reasons for the rejection.
 - 2.2 If the tuition fee has been paid and the request is properly filled out, the CC will send an email to the student/parent that the request has been approved.
3. The CC Office shall provide the transcript to the recipient according to the requirements filled in the application within five working days after the request has been approved.
4. No faculty or staff members shall send the transcripts to external individuals or units without receiving an email notification from the CC Office. No faculty or staff members shall send transcripts to stakeholders other than the receiving unit, especially students, parents and any third party.
5. These measures shall take effect as of the date they are announced. The CC Office is responsible for explaining these measures.