



## Transfer of Student Academic Records

Please complete the first part of this form before sending/bringing it to the Registrar/Records Clerk at your son/daughter's current school.

### **Part 1:**

Student Name \_\_\_\_\_ Applicant to Grade \_\_\_\_\_

Date of Birth \_\_\_\_\_

I, \_\_\_\_\_, the parent/legal guardian of the above-named student, hereby authorize the transfer of academic records to the Leysin American School in Switzerland (LAS).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship to student \_\_\_\_\_

### **Part 2:**

#### **To the Registrar/Records Clerk:**

Please send the **complete, certified** and **final** academic transcript, including any specific details related to your school's grading scale and minimum passing mark, to:

Admissions Office  
Application Coordinator  
**Leysin American School in Switzerland (LAS)**  
1854 Leysin  
Switzerland

**Note: Academic records for non-native English speaking applicants must be accompanied by an official English translation and grading scale.**

Thank you for your collaboration.