



Ms. Charlene Burks
Administrative Director

Ms. Terry Ceballos
Coordinator

INTERNATIONAL STUDENT PLACEMENT ADVISORS

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FACSIMILE TRANSMITTAL SHEET

To: Attendance Services
Foreign Records /
Student Visa Department

From (School's Name):

Date:

Contact Person (from the sending school):

Student's Name:

School Phone Number/Extension:

Date of Birth:

School Fax Number:

Total No. of Pages Including Cover: _____

School Records are from this Country:

New Registration/ID number:

Yes No ID# _____

Records are from: **Original** **Copy** **Fax** **E-Mail**

Notes/Comments:

Placement of student:

_____ Grade by age

_____ Grade by record(s)

_____ Grade placement for the 2011-2012 school year

FM 6008 (Temporary Placement Form) was used at the time of registration: ___ Yes ___ No