



# KOTHARI INTERNATIONAL SCHOOL

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IB School Code - 063413 | Cambridge Reg. No. - IN427



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## Guidelines for Requesting LORs, Transcripts and Predicted Grades: AS – A Levels

Dear Students and Parents,  
Greetings!

This is a gentle reminder for **students currently in the process of University Applications** regarding the procedure for obtaining **Letters of Recommendation (LORs), School Transcripts and Predicted Grades**.

To ensure timely processing and accuracy, please note that the school requires **a minimum of 7–10 working days** to prepare these documents after receiving a formal request.

### Important Guidelines:

#### 1. Letters of Recommendation (LORs):

- Parents of the concerned students must email on the below mentioned email ids the names of the subjects and the respective teachers from whom the LORs are required.
- Any additional achievements that need to be highlighted in LOR should be supported with a Certificate.
- Please ensure the request is submitted well in advance to avoid any delays.

#### 2. Official Transcripts and Predicted Grades:

- Parents of the concerned students must email a formal request for the requirement of the Official Transcript & Predicted Grades including the subjects and their results.
- Please ensure the request is submitted well in advance to avoid any delays.

#### 3. Statement of Results and General Certificate of Examination:

- Students who have not yet collected these documents are requested to collect them from **Mr. Vipin** at the earliest.

Please ensure that all formal request emails are sent to the following email IDs:

- Mrs. Tejinder Kaur Bhatia, Head of School (IB & Cambridge): [ib\\_headofschool@kotharischool.edu.in](mailto:ib_headofschool@kotharischool.edu.in)
- Ms. Sarika Ahuja, Cambridge Coordinator: [sarika.ahuja@kotharischool.edu.in](mailto:sarika.ahuja@kotharischool.edu.in)
- Ms. Vanya Chadha, School Counsellor (Cambridge): [vanya.chadha@kotharischool.edu.in](mailto:vanya.chadha@kotharischool.edu.in)

Your cooperation and timely communication will help us support you smoothly throughout the university application process.

Warm regards,

Mrs. Tejinder Kaur

Head of School (IB & Cambridge)

Kothari International School, Noida