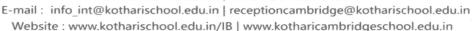
KOTHARI INTERNATIONAL SCHOOL

B-279, Sector-50, Noida-201 301 (U.P.) India

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KIS/CAM/IB/NOV/2025-26/71

19-11-2025

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
- Ms. Sarika Ahuja, Cambridge Coordinator: sarika.ahuja@kotharischool.edu.in
- Ms. Vanya Chadha, School Counsellor (Cambridge): vanya.chadha@kotharischool.edu.in

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

Head of School (IB & Cambridge)

Kothari International School, Noida