



### Document Request Policy for Current Students

To support currently enrolled students and parents in the process of moving schools, or with other academic documentation requests such as proof of enrollment or vacancy letters, the following procedures will ensure that all required paperwork is completed promptly and accurately.

Please understand that the preparation of documentation takes time, and cannot be issued upon immediate demand. Documents will be prepared as quickly as practicable.

1. Parents should make direct contact with the Academic Secretary in Primary ([primary.secretary@nais.qa](mailto:primary.secretary@nais.qa)) or Secondary school ([secondary.secretary@nais.qa](mailto:secondary.secretary@nais.qa)) as necessary, when requesting paperwork.
2. NAISAK staff will endeavor to provide all the requested documentation within 3 working days of sending confirmation of receipt of the request. If there are requests for more than one student per family, the requests may take longer than 3 working days but will be actioned as soon as possible.
3. NAISAK staff will notify the parents when the documents are ready for collection.

**Please note that all school fees must be paid up to date before NAISAK can proceed with providing the requested documentation.**

