BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

REQUEST FOR STUDENT RECORDS
OFFICIAL LETTER

Date Requested _____
(dd-mm-yyyy)

Processing Fees

Item	1st Copy	Additional Copies	# Copies
Official Letter	$7.50	$1.50 each copy	

Proof of Identity: To ensure the privacy and security of the student information this request must be accompanied by a copy of legal photographic ID such as a driver's license, BCID or a passport before the record will be released. If the request is for your child you must provide proof of ID for both yourself and your child. In addition, if a third party is designated to pick up the record on behalf of the student they must also provide a copy of their ID when they come to pick up the record at the Student Records office.

Copy of request (if applicable): To ensure that we include all information required, this form should be accompanied by a copy of the original request which indicates you require an official letter.

Legal surname: _____   **Legal given name(s):** _____
Usual surname: _____   **Usual given name(s):** _____
Date of birth: _____   **Phone number:** _____
Current address: _____
_____
Last grade attended: _____   **Year graduated/withdrawn:** _____

Additional Instructions – What needs to be included in the letter?
□ Legal name(s)   □ Date of birth   □ Current address   □ Attendance Tally
□ Usual name(s)   □ Parent/Guardian   □ Original address   □ School name
□ Other _____
To whom is the letter addressed? _____
Date range to be included (dd-mm-yyyy) _____ until _____
Additional information _____
_____

Pick up instructions
If records are to be picked up by a third party please include the name of the designated pick up person.

Surname: _____   **Given Name(s):** _____

AUTHORIZATION TO RELEASE INFORMATION
Authorization is hereby given to the Burnaby Board of Education School District 41 to release a copy of my Personal Education Number as indicated above.

_____   _____   _____
Student signature   Printed name of student   Date
(or parental/legal guardian signature if applicable)   (or parental/legal guardian name if applicable)