BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

STUDENT PEN REQUEST FORM

Schou Education Centre
4041 Canada Way
Burnaby, BC V5G 1G6
Ph: 604-296-6915 Ext. 660300
FAX: 604-296-6916

INDICATE IF RECORDS WILL BE:
□ Mailed □ E-mailed □ Faxed

To obtain your Personal Education Number (PEN), please fill out the form below in full. The information collected on this form will be used to verify your identity for the purposes of communicating your Personal Education Number to you. All information provided on this form will be administered in accordance with the Freedom of Information and Protection of Privacy Act. For more information regarding the use of your personal information provided on this form, please contact the Student Records Office at (604)296-6915 Ext: 660-300.

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 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.

I _____ , hereby request my Personal Education Number.
(please print your name)

STUDENT INFORMATION

Birth surname: _____ Legal given name(s): _____

Usual surname (if different): _____ Usual given name(s): _____

Married surname (if applicable): _____ Past name(s) (if applicable): _____

Birthdate: DD _____ MMM _____ YYYY _____ Gender: □ Male □ Female

Phone number(s): _____ _____

Current School Attending: _____ Last BC School Attended: _____

PLEASE COMPLETE THE FOLLOWING REPLY OPTIONS TO ENSURE THE RETURN OF YOUR REQUEST

E-mail address: _____ Fax number: _____

Mailing address: _____

City: _____ Province: _____ Postal Code: _____

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.

PLEASE READ CAREFULLY AND SIGN

The personal demographic information provided above is complete and accurate.
Note: Usual surname and given name fields are for use if you are known by a different name than recorded on your birth certificate.

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

Signed and completed forms can be submitted via e-mail to records_enquiry@sd41.bc.ca or faxed to 604-296-6916