



REQUEST FOR STUDENT RECORDS

Date Requested \_\_\_\_\_ (dd-mm-yyyy)

Processing Fees (Current students exempt from fees)

Table with 4 columns: Item, 1st Copy, Additional Copies, # Copies. Rows include Permanent Student Record (PSR), Transcript of Grades, and Other (please specify).

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.

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\_\_\_\_\_ Usual given name(s): \_\_\_\_\_ Phone number: \_\_\_\_\_ Last grade attended: \_\_\_\_\_ Year graduated/withdrawn: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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)

OFFICE USE ONLY
Payment details: [ ] Cash, [ ] Cheque
Paid: [ ] Yes, [ ] No charge
Date received: \_\_\_\_\_
[ ] Picked up