

# REQUEST FOR STUDENT RECORDS OFFICIAL LETTER

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

## Processing Fees

Item	1 <sup>st</sup> 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 Last grade attended: \_\_\_\_\_ Year graduated/withdrawn: \_\_\_\_\_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  
 (or parental/legal guardian signature if applicable)

\_\_\_\_\_  
 Printed name of student  
 (or parental/legal guardian name if applicable)

\_\_\_\_\_  
 Date

Payment details ☐ School Cash

**Paid** ☐ Yes  
☐ No charge

**Date received** \_\_\_\_\_

☐ Picked up

**OFFICE USE ONLY**