

REQUEST FOR STUDENT RECORDS OFFICIAL LETTER

Date Requested _____
(dd-mm-yyyy)

Processing Fees

Item	1 st Copy	Additional Copies	# Copies
Official Letter	\$10.00	\$1.50 each copy	

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Last grade attended: _____ **Year graduated/withdrawn:** _____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)

			OFFICE USE ONLY
Payment details	<input type="checkbox"/> Cash	Paid <input type="checkbox"/> Yes	Date received _____
	<input type="checkbox"/> Cheque		
			<input type="checkbox"/> Picked up