



REQUEST FOR LETTER OF ENROLMENT

Date Requested (dd-mm-yyyy)

Processing Fees

Table with 4 columns: Item, 1st Copy, Additional Copies, # Copies. Row 1: Official Letter, \$10.00, \$1.50 each copy, [blank]

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.

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: Usual surname: Date of birth: Current address: Legal given name(s): Usual given name(s): Phone number:

Last grade attended: Year graduated/withdrawn:

Additional Instructions – What needs to be included in the letter?

- Legal name(s), Usual name(s), Other, Date of birth, Parent/Guardian, Current address, Original address, Attendance Tally, School name

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

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