



PROGRAMS AND STUDENT SERVICES
CONSENT TO PHOTOCOPY A STUDENT RECORD REQUEST FORM

All requests for copies of student records, including telephone requests, must be supported by written documentation. This Request Form must be accompanied by proof of identification (e.g., photocopy of driver's license, birth certificate or passport). For more information, please refer to Policy IV-A-3, Access to Student Information and Student Records, available in the Policy Manual section of the SRCE website.

STUDENT INFORMATION:

Student Name (full name at time of attendance):

Last Name	First Name	Middle Name
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Date of birth: _____ Last Grade Completed: _____

Name of School: _____ Year of Completion: _____

I hereby request a photocopy of the following information (please be specific):

STUDENT RECORDS REQUESTED BY:

Name (please print): _____ Relationship to student: _____

Signature: _____

Signature for consent by parent/guardian: _____

Date that the photocopies were requested: _____

Address to where you would like the information sent: _____

Telephone: _____ Email (optional): _____

STUDENT RECORDS COPIED (to be completed by SRCE staff):

Authorized school signature: _____

Date that the photocopies were completed: _____

Note: Applicants may be charged for photocopying expenses as per the current copy rate.

[Updated August 2022]

The Strait Regional Centre for Education is committed to protecting the privacy, confidentiality and security of all personal information that has been entrusted to us. The Regional Centre will collect, use, disclose, protect and retain personal information in accordance with the Freedom of Information and Protection of Privacy (FOIPOP) Act and other applicable legislation and policies. For more information, please contact our FOIPOP Administrator.