



Request for Transfer of Student Records (2006)

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.

This request form must be completed in full, signed by applicant, and accompanied by proof of identification in order to be processed.

Student Information

Student Name: _____

Date of Birth: _____ Provincial student number: _____

DD/MM/YYYY

I would like to request the following student records:

Type of student record: __ Cumulative record

 __ Confidential record

Student Records to be transferred from:

School name: _____

School address: _____

Student records to be transferred to:

School name: _____

School address: _____

To the attention of: _____

Title: _____

Student records requested by:

Name (please print): _____

Title/relationship to student: _____

Signature

Name (please print): _____

Signature: _____ Date: _____

DD/MM/YYYY