



### REQUEST FOR STUDENT RECORDS

- Mail or email your completed order form **with government issued identification** to the address listed above.
- If you graduated within the last 5 years, or left school within the last 3 years, your permanent school records will be held at the last school you attended. Please contact the school directly.
- Orders are processed on Wednesdays. Orders will be available for pick up or will be mailed on the following Thursday.
- During winter and summer vacation periods, it may take longer process requests.

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First Name Middle Name Current Legal Last Name

Name When You Attended School

Contact Number:  Email:

Birthdate:  Last K-12 School Attended:

dd/mm/yyyy

**DID YOU GRADUATE?**  No  Yes Year You Graduated

**Did you enroll in one of the following after secondary school?**  GROW 100 Mile  GROW Williams Lake

**PHOTO IDENTIFICATION IS REQUIRED. PLEASE INCLUDE A COPY OF ONE OF THE FOLLOWING:**

Driver's License  BC ID  Other: \_\_\_\_\_

**EMAIL COPY IS REQUIRED**  EMAIL ADDRESS RECORDS TO BE SENT TO: \_\_\_\_\_

**NUMBER OF HARD COPIES REQUIRED:** \_\_\_\_\_

**I WILL PICK UP**

Third Party Pick up: (if applicable) Name: \_\_\_\_\_ (Must also present their photo ID)

**SEND MY RECORDS BY MAIL**

Name:	<input style="width:350px;" type="text"/>
Address:	<input style="width:350px;" type="text"/>
City, Prov/State:	<input style="width:350px;" type="text"/>
Postal Code/Zip	<input style="width:350px;" type="text"/>

**Secondary Address (Such as College or University Admissions)**

Facility/Company:	<input style="width:700px;" type="text"/>
Attention:	<input style="width:700px;" type="text"/>
Address	<input style="width:700px;" type="text"/>
City, Prov/State:	<input style="width:700px;" type="text"/>
Postal Code/Zip:	<input style="width:700px;" type="text"/>

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Signature is mandatory pursuant to Section 33 (c) Freedom of Information and Protection of Privacy Act*

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ by: \_\_\_\_\_

Date Processed: \_\_\_\_\_ by: \_\_\_\_\_ Date Mailed/Picked Up: \_\_\_\_\_