# STUDENT RECORDS REQUEST

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| We are requesting the student records for: | | | |
| Student Name |  | Date of Birth yy/mm/dd |  |
| Name of Previous School |  | Fax # |  |
| Entering Grade |  | Date of request yy/mm/dd |  |

The student named above has enrolled in our school.

If you are currently using BCeSIS please withdraw the student.

Please forward the following (as applicable):

Permanent Student Record Form 1704 (as required by BC Ministry Order 082/09)

Health services information as indicated by a medical alert

Court orders as indicated by the legal alert

Other legal documents (e.g. name change or immigration document)

Support services information (psycho-educational testing, speech/hearing, adjudication requirements for completing assessment activities)

Individual Education Plans (IEPs) or Case Management Plans (CMPs)

Home Schooled Student – registration notification

Copies of at least the last two years of Student Progress Reports or official transcripts

Passport to Education (high school)

Student Learning Plan (SLP) for grades 9-12

**Optional Inclusions:**

Standardized test scores

Records of information considered relevant and important to the student’s educational program

Award information (Ministry awards information – should include year, date, serial #).

If these records are unavailable please notify us.

Name of Principal (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Principal