# 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