Vancouver School Board
Information Technology
1580 West Broadway, Vancouver, B.C. V6J 5K8 Tel. No.: (604) 713-5311

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Date Requested

REQUEST FOR PERMANENT SCHOOL RECORDS

Processing Fee: The charge for a copy of the Permanent Student Record Card (PSR) is $10.00 for the first copy and $5.00 for each additional copy.

Proof of Identity: To ensure the privacy and security of the student record information this request must be accompanied by a copy of a legal photographic document such as a drivers license, passport etc., before the record will be released. The proof of identity must be of the person requesting the record (i.e. student or parent/legal guardian). In addition, if a third party is designated to pick up the record on behalf of the student they must also provide a copy of their ID when they come to pick up the record at the Student Record's office.

Surname_____ **Given name(s)**_____

Married Name _____**Birth date** _____/_____/_____
Year **Month** **Day**

Current Address _____

_____

Phone Number _____

Last school attended_____

Last grade attended _____**Year graduated (or withdrew)** _____

Number of copies required: _____

Indicate if records will be:

Picked up _____ **Mailed** _____

Mailing/Pick up instructions: (If records are to be mailed to a post-secondary institution or elsewhere please include complete address. If they are to be picked up by a third party please include the name of the designated pick up person)

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AUTHORIZATION TO RELEASE INFORMATION:
Authorization is hereby given to the Vancouver School Board to release a copy(ies) of my school records as indicated above.

_____ _____ _____
Student Signature (or parent/legal guardian signature if applicable) | Printed name of Parent/Guardian (if applicable) | Date