

Request for Student/School Information Letter

Personal Information and Proof of Identity:

If you are requesting your own records or records of a school-aged child for whom you have the legal right to make such a request, please complete this document and return it to the Office of the School where the request is being made. If the school is not in session, please return the completed form with accompanying picture ID to Records Management, 2121 Lonsdale Ave., North Vancouver, BC V7M 2K6.

To ensure the privacy and security of student record information, this request must be accompanied by a copy of the Passport, Driver's License or other picture ID containing the student's legal name, date of birth, and photograph for students over the age of 18 or the parent/legal guardian's name, photograph and signature for students under the age of 19. Once the ID is verified, the copy of the ID will be destroyed. The proof of identity must be of the person requesting the record. In addition, if a third party is designated to pick up the record(s) on behalf of the requestor, they must also present their ID when they come to collect the record(s).

NVSD44 collects and protects personal information under the authority of the Freedom of Information and Protection of Privacy Act for the purposes of operating the programs and services of the School District. Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request. If you have any questions about the collection, use or disclosure of this information, please call the Office of the Secretary-Treasurer at 604 903 3452.

Emailing records:

If you choose to return the completed form and credit card authorization via email, you are assuming all risk associated with the electronic transfer of your personal information, which may include the transmission of this information outside Canada to servers in other jurisdictions subject to foreign laws and privacy rights. Our email address is records@sd44.ca.

If you opt to have your records sent to you via email, please note that you are assuming all risk associated with the electronic transfer of your personal information, which may include the transmission of this information outside Canada to servers in other jurisdictions subject to foreign laws and privacy rights. Please note emails sent from sd44 email addresses are not encrypted.

Legal Last Name of Student(s): _____

First Name(s): Child 1: _____ Child 2: _____ Child 3: _____ Child 4: _____

DOB(s)
(dd-MMM-yyyy) _____

Last School Attended in North Vancouver School District: _____

Processing Fee:

- Regular service (normally 5 business days) for a signed confirmation of school attendance letter, document with address and/or guardian name on record (at the time of the request) document and certified copy of PSR card;
- Cost of the letter and documents is \$30.00 for each student.
- Payment in **cash only** is accepted in person at the school where the request is being made. Payments made in-person at the ESC may be made in cash or by credit card.

Confirmation of home address & guardianship Percentage of education in English Number of Copies required: _____

Request: Certified Copy Non-Certified Copy

Indicate if records are to be: Collected in Person Collected by: _____

I declare I have made this authorization voluntarily and the information on this form is true and correct.

Parent/Guardian Name:
(if student under 19) _____ Contact Phone Number: _____

Signature: _____ Date : _____

Proof of Identity or Authority to request information is attached (i.e. Passport, Driver's License, BC ID card, Status Card)