



## Request for Transfer of Student Records (2006)

All requests for copies of student records, including telephone requests, must be supported by written documentation. This Request Form must be accompanied by proof of identification (e.g., photocopy of driver's license, birth certificate or passport). For more information, please refer to Policy IV-A-3, Access to Student Information and Student Records available in the Policy Manual section of the SRCE website.

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**This request form must be completed in full, signed by applicant, and accompanied by proof of identification in order to be processed.**

### Student Information

Student Name:

Date of Birth: \_\_\_\_\_ Provincial student number: \_\_\_\_\_  
MM/DD/YYYY

### I would like to request the following student records:

Type of student record:            Cumulative record  
   Confidential record

### Student Records to be transferred from:

School name:

School address:

### Student records to be transferred to:

School name:

School address:

To the attention of:

Title:

### Student records requested by:

Name:

Title/relationship to student:

### Signature

Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY

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**For Office Use:** Date Received: \_\_\_\_\_ ID Type: \_\_\_\_\_

Date Applicant ID Verified and by Whom: \_\_\_\_\_