

SOUTH PEACE DISTRIBUTED LEARNING

11311 13A Street

Dawson Creek, B.C. V1G 3X8

(250) 782-0122

REQUEST FOR STUDENT RECORDS

DATE:

TO:

EMAIL:

FROM:

Attention Student Records:

The following student(s) has/have enrolled with (insert school name) starting (insert start date).

LEGAL NAME	GENDER	DATE OF BIRTH	GRADE

- **Student File:** including report cards, documents relating to custody or other legal issues, non-confidential reports by professional staff or outside agencies, student conduct, all safety concerns, suspension letters, records of discipline matters and consequences/interventions, behavior plans and any other pertinent information regarding the student(s).
- **Permanent Student Record Card**
- **Individual Education Plans (IEP):** if there is one for the student.
- **Support Services File (Confidential Files):** if there is one for the student including any confidential or other document pertaining to the above student from Psychologists, Social Worker, Speech/Language Pathologists, Counsellors, etc.

AUTHORIZATION FOR RELEASE OF STUDENT SCHOOL RECORDS

I confirm that I am the parent/guardian of the above-named student(s). I hereby authorize you to Release/share the above noted information about my child with School District 59 and to discuss information relevant to the planning of their school program with School District personnel.

Print Parent/Guardian Name Parent/Guardian Signature Date

For schools within BC using MyEd:

- Withdraw student in MyEdBC
- Change Next School in MyEdBC to (add school name)
- Forward student files and records to (add school name)

Thank you,

Linda Gies
South Peace Distributed Learning