SCHOOL DISTRICT NO. 43 (COQUITLAM)
1080 Winslow Avenue Coquitlam BC V3J 0M6
EMAIL : 099-assistantsuperintendentsecretary@sd43.bc.ca
TEL: 604-939-9201

STUDENT RECORDS / TRANSCRIPT REQUEST FORM

Date			Phone #	
P.E.N. (Personal Education #)			Email	

LEGAL FIRST AND MIDDLE NAME(S) (**and any alias, as known while attending school**)

LEGAL LAST NAME (**maiden name if applicable**)		**DOB** (**mm/dd/yyyy**)	

LAST SCHOOL ATTENDED IN SD43 (include Grade & Year)

SD43 DOES NOT HAVE ACCESS TO THE FOLLOWING SCHOOL RECORDS: If last school attended was outside of SD43, a private school or any form of adult continuing education (online or in-class), please contact that institute directly instead.

Reason for requesting Records:

I, the above, do hereby request & give permission to release my student record information as indicated below.

X_____   X_____
SIGNATURE of student (**18 or over**) **or Authorized Representative**   **PRINT NAME**

 A copy of photo ID is required with form.

☐ **Tick this box if record is to be picked up by someone other than the student. We require a signed** *Third Party Authorization Form* **which includes the student/guardian's signature. Photo ID of the Third Party will be required at time of pickup.**

PAYMENT BY <u>CASH IN EXACT AMOUNT</u> OR CHEQUE ONLY (We are unable to make change)

Cheques payable to: Coquitlam School District No. 43
      1080 Winslow Ave, Coquitlam, BC V3J 0M6
      Att: Assistant Superintendent Secretary

First copy - $10.00 for Regular Service (up to 5 Business Days)
_____ extra copies - $5.00 for each additional hard copy
_____ confirm how many need to be in sealed envelope

$_____Total amount due

☐ I would like to pick up my records at the Board Office.
   (show photo ID at time of pickup)

☐ I would like my records emailed after payment is received.
   (Include copy of photo ID with request)

Revised July 28, 2022