

# REQUEST FOR PERMANENT RECORD CARD

IN ORDER TO LOCATE and/or RELEASE YOUR PERMANENT RECORD CARD, PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION. PLEASE PRINT CLEARLY

Date: \_\_\_\_\_

Full Name While Attending School: \_\_\_\_\_

Present Name (Mrs., etc): \_\_\_\_\_

Email Address: \_\_\_\_\_

Present Telephone Number: \_\_\_\_\_

Present Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Last Year of Attendance: \_\_\_\_\_

Last School Attended in District No. 34: \_\_\_\_\_

Was this the last school you attended in B.C? \_\_\_\_\_

Grade Completed or Partially Completed: \_\_\_\_\_

**Signature:** \_\_\_\_\_

This request will normally be processed within 5 days from the time of receipt. You will be telephoned when it is ready to pick-up.

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**TO BE COMPLETED IF RECORDS ARE PICKED UP:**

**I AM ACQUIRING THESE RECORDS, WITH PERMISSION, FROM THE PERSON NAMED ABOVE.**

YOUR NAME: \_\_\_\_\_ YOUR PHONE #: \_\_\_\_\_  
(PRINT)

YOUR SIGNATURE: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

DATE RECORDS SENT: \_\_\_\_\_

WHERE SENT: \_\_\_\_\_