



**PROGRAMS AND STUDENT SERVICES**  
**INFORMATION FROM SCHOOL REGISTER REQUEST FORM**

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](#).

**The following information is required in order to process your request:**

Student Name (full name at time of registration):

Last Name	First Name	Middle Name
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Date of Birth: \_\_\_\_\_

Name of School(s): \_\_\_\_\_

Year(s) Attended: \_\_\_\_\_

Parent/Guardian(s) Names: \_\_\_\_\_

Information to be sent to (name and address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information (please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

DD/MM/YYYY

Telephone: \_\_\_\_\_

Email (optional): \_\_\_\_\_

[Last Updated May 2017]

The Strait Regional School Board is committed to protecting the privacy, confidentiality and security of all personal information that has been entrusted to us. The Board will collect, use, disclose, protect and retain personal information in accordance with the Freedom of Information and Protection of Privacy (FOIPOP) Act and other applicable legislation and policies. For more information, please contact our FOIPOP Administrator.