



# Vancouver Board of Education

School District No. 39  
1580 West Broadway  
Vancouver, BC V6J 5K8  
Telephone: 604-713-5000

## STUDENT RECORDS REQUEST

**Complete both sides of this form before submitting**

- Include a copy of **Government issued photo ID** with e-mail or mail requests.
- You will be contacted within one week of receipt of your records requests to inform you of the status of your request. During winter and summer vacation periods, it may take longer than one week to process requests.
- A non-refundable processing service fee of \$10.00 for the first copy and \$5.00 for each additional copy.
- Questions about how to complete this form should be directed by email to: [studentrecordsrequest@vsb.bc.ca](mailto:studentrecordsrequest@vsb.bc.ca)

### SECTION A: ORDER INFORMATION

Type of Records Required <i>(Fill in the number of copies for each type of record required.)</i>	Permanent Student Records		Ministry Graduation Transcript	
	Number of Copies		Number of Copies	
	Certified	Non-Certified	Certified	Non-Certified
Legal Last Name:			Legal First Name:	
Legal Middle Name:			Previous Surname:	
Birthdate: <i>dd-mmm-yyyy</i>			Last Secondary School Attended:	
Year of Graduation:			Personal Education Number:	
Phone Number:			Email:	
Did you attend any of the following after secondary school? (Please check all that apply) VSB Continuing Education <input type="checkbox"/> Vancouver Learning Network (VLN) <input type="checkbox"/>				

**SECTION B: DELIVERY (After Payment is Received)**

Email	<input type="checkbox"/>	_____
		<i>Email Address</i>
By Mail	<input type="checkbox"/>	_____
		<i>Address</i>

**SECTION C: AUTHORIZATION TO RELEASE**

Authorization is hereby given to the Vancouver School Board to forward a transcript or verification of my school records as indicated above.

Signature: _____	Date: _____	Or See Attached Letter <input type="checkbox"/>
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**SECTION D: PAYMENT - NON - REFUNDABLE**

Cash:

Credit Card:  online payment instruction will be provided after receipt of this request

Cheques:  payable to **Vancouver School Board**

\$10.00 for First copy

\$5.00 for each additional hard copy

Total: \_\_\_\_\_ # of copies

**FOR OFFICE USE ONLY**

Amount Received \$ \_\_\_\_\_ Cash:  Cheque:  Money Order:  Credit Card:

Date Processed and Released: \_\_\_\_\_ by: \_\_\_\_\_