



Student Record Request Form

Please complete, sign and send your payment to Massey-Vanier High School.

Personal information is confidential and can only be released with the written consent of the individual concerned.

Personal Information

Student's name: _____ / _____
(last name) (first name)

Date of birth: ____/____/____ Permanent code: _____
(year - month - day)

Phone #: (____) ____-____ Last year attended at Massey-Vanier High School: _____

Reason for requesting documents: _____

Name of school (if applicable): _____

Documents Requested (Fee: \$10.00)

- Eligibility for English Education
- Proof of attendance
- Report Cards
- Permanent Code
- Confidential Student Record
- Individual Education Plan
- MELS Achievement Record
- Other: Specify _____

Total Payment: \$ _____
(Additional copies are available for \$ 2.00 each. Requests will be completed within 5 working days from date of payment)

Please note: If these documents are for the purpose of enrolment in any ETSB establishment (elementary, high school, vocational training or adult education), these fees do not apply

Method of Payment: cash debit /credit cheque (*payable to: Massey-Vanier High School*)

Payment is required before the request can be processed.

Method to Receive Documents:

- Send by mail to: _____
- Send by fax to: (____) ____-____ Contact name: _____
- For pick up at Massey-Vanier High School : ____/____/____
(year - month - day)

Proof of Identification Documents Provided with Request (must include 2):

- Health Insurance Card Student ID Card
- Driver's License Passport

Signature of student: _____

Date: ____/____/____
(year - month - day)

Signature of person: _____
picking up documents

Relationship: _____
to student

Date: ____/____/____
(year- month - day)