



## Massey-Vanier High School Student Record Request Form

Please complete, sign and forward all required documents.

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

### **Personal Information**

Name: \_\_\_\_\_ , \_\_\_\_\_  
(Last Name) (First Name)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy/mm/dd

Phone #: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Last Year Attended Massey-Vanier High School: \_\_\_\_\_

### **Reason for Requesting Documents**

- |  |   |
|--|---|
| <input type="checkbox"/> Adult Education Registration                  | <input type="checkbox"/> Personal Records |
| <input type="checkbox"/> CEGEP/University/Job Application              | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Eligibility for English Education Application |   |

### **Documents Requested (Fee \$10.00/request)**

- High School Transcript (CEGEP/University/Job Application)  
 High School Report Cards (Adult Education Registration)  
 Letter Attesting to Elementary Education (Eligibility for English Education Application)  
 Other: \_\_\_\_\_

### **Payment Options** (Payment is required before request can be processed)

**Please note: If these documents are for the purpose of enrolment in any ETSB establishment (Elementary, High School, Adult Education or Vocational Training (Brome-Missisquoi Campus Adult Education or New Horizons Adult Education Centre), the fee does not apply).**

- Credit Card (Please contact the school at 450-263-3772 Ext. 23471)  
 Cash/Debit (in person)  
 Cheque (payable to Massey-Vanier High School)

**Fee Amount: \$10.00**

### **I Would like to receive my documents:**

- by Mail/Email: \_\_\_\_\_  
 by Fax: \_\_\_\_\_  
 in person

### **Please Attach Proof of Identification Documents (must include 2)**

- |  |  |
|--|--|
| <input type="checkbox"/> Health Insurance Card | <input type="checkbox"/> Student ID Card |
| <input type="checkbox"/> Driver's Licence      | <input type="checkbox"/> Passport        |

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

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

Signature of authorized person: \_\_\_\_\_  
(other than the person making the request)

Relationship: \_\_\_\_\_

**Massey-Vanier High School – Student Services**  
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