



Authorization to Release Student Records

How to Submit: Please submit the completed and signed form to the student's last school of record.

Fees: Applicable fees are listed below under the Order Information section. Fees will be collected by the school at the time of request. Postage will be charged for mailed records (\$5 for domestic and \$20 for overseas).

Processing time: Requests may take approximately 5 to 10 business days and delivery time is additional.

Identification: To ensure the privacy and security of the student record information, a legible copy of government-issued photo identification must be shown prior to release of student records.

1. ORDER INFORMATION			
			# of Copies:
Personal Education Number <i>\$No charge</i>			
Copy of Permanent Student Record Card (current student) <i>\$No charge</i>			
Copy of Permanent Student Record Card (prior student) <i>\$10/copy</i>			
Copy of Student File (3 rd Party/Lawyer Request) <i>\$100/copy</i>			
Official Letter <i>\$20/copy</i>			
2. AUTHORIZATION TO RELEASE INFORMATION			
Please release information to:			
Name:			
Address:			
Email:		Fax:	
Release information by: ☐ MAIL ☐ EMAIL ☐ FAX ☐ PICK UP			
3. ENROLLMENT INFORMATION			
Legal Name When You Attended School:		Date of Birth:	
Last Langley School Attended:		Last Year Attended:	
Did You Graduate:	☐ Yes	☐ No	☐ Unsure

I hereby authorize School District 35 (Langley) to conduct a search for my personal information and to release my personal information in the manner indicated above. Authorization form must be signed by student if 19 years of age or older, or parent/legal guardian of student under 19 years of age.

Printed Student Name (Or parent/legal guardian, if applicable)	Student Signature (Or parent/legal guardian if applicable)	Date

Your personal information will be collected in this form for the purpose of providing a response to your request. If you have any questions about the collection of this personal information, please contact: privacy@sd35.bc.ca. This information is being collected by the Langley School District under s.26(c) of the Freedom of Information and Protection of Privacy Act.

For general enquiries about student records, please email info@sd35.bc.ca