

REQUEST FOR STUDENT RECORDS OR PEN

Processing Fee: The first copy of a Permanent Student Record (PSR) Card or Transcript is \$10.00. Each additional copy is \$5.00. PEN requests are free of charge.

Processing Time: 3 business days.

How to Pay: Cash, Debit, Credit (Visa or MasterCard), or a Money Order made payable to SD #36 (Surrey).

What You Need: Photo ID and payment (PEN requests only require photo ID). If anyone other than the student will be picking up the records, a signed letter of authorization from the student is required.

Date of Request: _____

Legal Name (when you attended school): _____

Current Name (if different): _____

Date of Birth: _____ Phone Number: _____

Last Surrey School Attended: _____ Last Year Attended: _____

Did you graduate?: Yes No

Did you attend any of the following after Secondary School?:

Surrey Continuing Education

Surrey Learning Centre

Other

If yes, what courses were taken?: _____

I am requesting: _____ No. of Copies: _____ Records Will Be: Mailed Picked-up

Mailing Address 1: _____

Mailing Address 2: _____

No. of Copies/Total: 1 \$10.00 2 \$15.00 3 \$20.00 4 \$25.00 5 \$30.00

Payment Information:

Credit Card Number

Expiry Date

Cardholder Name

To ensure the privacy and security of student information, this request must be accompanied by proof of identity or authority to request information (ie. Passport, Driver's License, Status Card).

I declare that I have made this authorization voluntarily and the information on this form is true and correct.

Signature: _____

Date: _____

Signed and completed forms can be submitted by e-mail to records@surreyschools.ca or faxed to 604-595-5313.

Microfilm and Image No.: _____

Card Processed

Auth. #: _____

Date Mailed: _____