

REQUEST FOR STUDENT RECORDS

Processing Fee: The first copy of a Permanent Student Record (PSR) Card is \$10.00. Each additional copy is \$5.00.

Processing Time: 3 business days. Our office is currently closed to the public, therefore all records are being mailed

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

What You Need: A piece of government issued photo I.D., along with the request form. This can be copied and attached via email, fax or mail.

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: _____

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: _____