



**STUDENT RECORDS REQUEST FORM**

Date \_\_\_\_\_

Please be advised that we have registered our son/daughter –

\_\_\_\_\_ at \_\_\_\_\_  
(Name of Student) (Name of School)

Please mail student records to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is your authority to forward the following information to the above-named school:

Student Record Portfolio: \_\_\_\_\_  
(Signature of Parent or Guardian)

Confidential Records: \_\_\_\_\_  
(Signature of Parent or Guardian)

**NOTE: It is important that you include student's Alberta Education Identification number with the student file.**



The **previous** school attended is as follows:

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Province \_\_\_\_\_

Postal Code \_\_\_\_\_