



Timberline Secondary School

1681 South Dogwood Street, Campbell River, B.C. V9W 8C1

REQUEST FOR STUDENT RECORDS

Date: _____

Previous School: _____

Dear Records Clerk:

The following student (s) has registered at our school. At your earliest convenience please withdrawn from MyED, and forward the following documents:

- Student Cumulative file
- Learning Assistance File (if applicable)
- Confidential File (if applicable)
- Graduation Transition/Careers Portfolio
- Current Transcript of Grades
- Permanent Record Card

Last Name	First Name	D.O.B.	Grade

As the parent/guardian of the above-named student, I give my permission for the exchange of confidential information which has educational implications for my student, between personnel for School Districts, Mental Health, Ministry of Children & Family Development, Foster Parents, Child and Youth Care Workers, Community Living BC, NIEFS, NIC, Ministry of Social Development and Social Innovation, or appropriate medical personnel, or any other(s) authorized by the parent/guardian.

Signed: _____
Parent/Guardian Signature

Date: _____
(Valid for one year from above date)

Thank you

Allie Lamont
Secondary School Records Clerk, Timberline Secondary
allie.lamont@sd72.bc.ca