



COLLEGE HEIGHTS SECONDARY SCHOOL
School District No. 57 (Prince George)

6180 Domano Boulevard, Prince George, B.C. V2N 3Z4

Phone (250) 964-4431 Fax (250) 964-6792

RECORDS REQUEST

CONSENT FOR RELEASE OF EDUCATION INFORMATION

Date:	
Student Full Legal Name:	
Student Usual Name: <i>If different than legal</i>	
Student Date of Birth:	
Previous School Name:	
Previous School Fax / Email:	

OFFICE USE ONLY

The above named student has now been registered at College Heights Secondary School. As parent/guardian of this student, I hereby give my permission to send College Heights Secondary School the following:

Student File including: report cards, documents relating to custody or other legal issues, non-confidential reports by professional staff or outside agencies, Student Conduct Review Committee letters, all safety concerns, all records pertaining to behaviors / violence, including all suspension letters, records of discipline matters and consequences / interventions and behavior plans.

Permanent Student Record Card

Individual Education Plan (IEP) if there is one for the student.

Special Services File if there is one for the student including any confidential or other documents pertaining to the above named student from Area Support Team Members such as Psychologists, Social Workers, Speech Language Pathologists, etc.

I further consent to administrative or counselling staff speak to College Heights Secondary School regarding academic or behavioral programming.

Please forward a copy of the last Report Card and PR Card to College Heights Secondary School. Records will be requested after we have confirmed registration. (EMAIL: klindstrom@sd57.bc.ca or tgendron@sd57.bc.ca or FAX: 250-964-6792).

If you are currently using MYEDBC please withdraw this student from your school and forward all student file(s) / records **Or** SD57 please Transfer to CHSS (05757101) and forward all student file(s) / records.

If you are currently using MYEDBC please make College Heights Secondary School (5757101) the next school. Please hold this request for records until the end of the school year and forward all student file(s) / **records in September.**

SD57 Semester Transfer - Please make College Heights Secondary School (5757101) the next school. Please forward all student file(s) / records at the **end of the Semester.**

Out of province schools please forward copies of all student records or original student file if available.

*If records for the above student(s) are not available at your school, please contact
College Heights Secondary as soon as possible.*

I confirm I am the parent / guardian for the above named individual(s).

 Parent / Guardian Name (please
 print)

 Parent / Guardian Signature

 Date