

SHAS TI SECONDARY SCHOOL
 KELLY ROAD SECONDARY SCHOOL
 SCHOOL DISTRICT No.57 (PRINCE GEORGE)

7405 Kelly Road, Prince George V2K 2H4 www.krss.sd57.bc.ca Phone 250.962.9271 Fax 250.962.5637

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 Shaḡ Ti/Kelly Road Secondary School. As parent/guardian of this student, I hereby give my permission to send Shaḡ Ti/Kelly Road 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, 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 Shaḡ Ti/Kelly Road Secondary School regarding academic or behavioral programming.

- Please forward a copy of the last Report Card and PR Card to Shaḡ Ti/Kelly Road Secondary School. Records will be requested after we have confirmed registration. (EMAIL: ramsey@sd57.bc.ca or FAX: 250-962-5637).
- 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 ST/KRSS (05757047) and forward all student file(s) / records.

- If you are currently using MYEDBC please make Shaḡ Ti Kelly Road Secondary School (05757047) 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 Shaḡ Ti/Kelly Road Secondary School (5757047) 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 **Shaḡ Ti Kelly Road 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