



Student Record Request Form

Please complete, sign and send your payment to the Riverside School Board Archives Center.
Personal information is confidential and may be released only with the written consent of the individual concerned.

Date: _____

Student's name: (family name) _____ (first name) _____

Date of birth: _____ Permanent Code: _____

Last school and year attended: _____

Father's name: _____ Mother's name: _____

E-mail: _____ Phone: _____

<u>Documents Requested</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
1. Transcript	___	\$20.00	_____
2. Attestation of diploma delivery	___	\$20.00	_____
3. Official Report Cards	___	\$20.00	_____
4. Attestation letter of schooling for the eligibility to study in English	___	\$50.00	_____
5. Urgent Requests	___	\$10.00	_____
6. Additional copy	___	\$5.00	_____
<u>Total</u>			\$ _____

Payment is required before the request is being delivered. Credit card and/or debit payment is not accepted.

Photo ID is required before the documents are delivered.

Please note that a request made on behalf of another person must be accompanied by a Power of Attorney and a ID.

Payment by: cash or cheque (Payable to the Riverside School Board)

Please send documents by **e-mail** to: _____

Please send documents by **mail** to: _____

Send documents by **fax** to: (_____) _____ - _____ Contact name: _____

Pick up at the Riverside School Board Archives Center (date): ____/____/____

Signature of student: _____ Date: _____