



# Student Records & Information – Request and Authorization

Edmonton Catholic Schools, CES Building, 9807-106 Street, Edmonton AB T5K 1C2

Phone 780-441-6000 Fax 780-423-3031

**Student information (Please print):**

Student name \_\_\_\_\_ AKA name \_\_\_\_\_

Date of birth (YYYY/MM/DD) \_\_\_\_\_ Alberta Education ID (If known) \_\_\_\_\_

Current mailing address \_\_\_\_\_  
Street address

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone number \_\_\_\_\_ Alternate phone \_\_\_\_\_ Fax \_\_\_\_\_

**Schools attended:** Please list the names of schools and dates attended while a student with Edmonton Catholic Schools.

Grade	School name	Year	Grade	School name	Year
Pre K			7		
K			8		
1			9		
2					
3			10		
4			11		
5			12		
6					

**Information requested (Please read instructions on the back of this page)**

<p><b>Student Records</b></p> <p><input type="checkbox"/> Report cards</p> <p><input type="checkbox"/> Educational/Psychological Assessments</p> <p><input type="checkbox"/> Grade 9 Transcript</p> <p><input type="checkbox"/> Complete file</p> <p><input type="checkbox"/> Other (Please specify) _____</p>	<p><b>Letters of Proof / Confirmation</b></p> <p><input type="checkbox"/> Confirmation of Enrolment/Attendance</p> <p><input type="checkbox"/> Proof of Language of Instruction</p> <p><input type="checkbox"/> Other (Please specify) _____</p> <p><i>If you wish to provide more information, please attach additional pages.</i></p>
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When your records are ready do you want us to:  call you for pick up  mail it out

Date \_\_\_\_\_ Name of Requestor (please print) \_\_\_\_\_

Relationship to student \_\_\_\_\_

Signature \_\_\_\_\_

**OPTIONAL - Release Information (If required): If the requested records are to be released to another individual, agent, organization, or institution, please complete the following:**

Please provide the requested records to

Name \_\_\_\_\_ Organization \_\_\_\_\_

Mailing address \_\_\_\_\_

Street address

City

Province

Postal code

Phone number

Alternate phone

Fax

I, \_\_\_\_\_ allow Edmonton Catholic Schools to release the requested records to the above requestor.

Date \_\_\_\_\_ Signature of student/parent/guardian \_\_\_\_\_

Collection and use of personal information

This personal information is being collected in accordance with the School Act and the Student Record Regulation and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). This information will be used to process and issue student records. If you have any questions about the collection and use of your information, contact Student Records, Edmonton Catholic Schools at 780-441-6000.



## INSTRUCTIONS

- This form is used to request specific information from a student’s record such as report cards, Individual Program Plans, assessments, etc. This form can also be used to request letters of proof or confirmation, including confirmation of attendance, proof of language of instruction, or confirmation of registration or enrolment needed for tax purposes, citizenship applications, etc.
- If the request is being submitted on the behalf of a student over the age of 18, the OPTIONAL-Release Information box **must** be completed and signed.
- While the processing time of each request will vary, all requests made during the regular school year should be completed within 30 days of receiving the completed form.
  - During extended school breaks (i.e. Christmas, Spring Break, or Summer), processing time may be longer.
- Please note that the requested records and/or information cannot be provided to you by e-mail.
- If you wish to provide more information regarding your request, please feel free to include additional pages.

### **Please send the completed form and any additional pages to:**

(by mail or dropping off in person)

**District Monitoring – Student Records**

Catholic Education Services

9807-106 Street

Edmonton, AB T5K 1C2

(by fax)

**780-423-3031**

(by e-mail, only if form is scanned)

[student.records@ecsd.net](mailto:student.records@ecsd.net)

For more information, please contact Edmonton Catholic Schools – Student Records at 780-441-6000 or e-mail [student.records@ecsd.net](mailto:student.records@ecsd.net).