



**STUDENT RECORDS REQUEST AND AUTHORIZATION**

**Records Management, Corporate Services**

Send to Student Records Request: Fax (709)758-2706, or mail to Eastern School District Student Records Requests, Suite 601, Atlantic Place, 215 Water Street, Box 64-66, St. John's, NL A1C 6C9

<b>1.Student Information:</b>	
<b>Full Name:</b>	
<b>Date of Birth:</b>	
<b>Physical Address:</b>	<b>Mailing address: (if different from physical)</b>
<b>Phone Number: ( )</b>	<b>Email Address:</b>
<b>2.School Information:</b>	
<b>Last school attended with the Eastern School District:</b>	
<b>Grade Completed:</b>	<b>Year Completed:</b>
<b>3.Type of records requested:</b>	
Unofficial Cumulative/academic transcript _____ Complete file _____ Testing/Psychological Assessment _____ Other, Please Specify: _____	
<b>4.Release</b> ---- <b>Check here if the academic records are being released to the former student</b>	
If the requested records are to be released to another individual, organization or institution, complete the following:  Please provide the requested records to :	
Mail to:	
(a max of 3 pages will be faxed)	
Fax to: ( )	Attention:
<b>5.Authorization:</b>	
<b>I, _____ authorize the Eastern School District's Corporate Services department to release the records requested in section (3) in accordance with the instructions given in section (4).</b>	
<b>Print name:</b> _____	<b>Date:</b> _____
<b>Signature:</b> _____	

Personal information is collected under the authority of Access to Information and Protection of Privacy Act (ATIPPA) and the Schools Act (1997). This information will be used to search for academic records within the Eastern School District's Records. It will be treated in accordance with the privacy protection provisions of ATIPPA. If you have any questions about the collection, contact Corporate Services, Eastern School District, Suite 601, Atlantic Place, 215 Water Street, Box 64-66, St. John's, NL, A1C 6C9 or telephone (709) 758-2341.