

# REQUEST FOR OFFICIAL LETTER



Date Requested: \_\_\_\_\_

No. of Copies: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

1 <sup>st</sup> Copy	Additional Copies
\$7.50	\$1.50 each copy

Name of Agency Requesting Letter: \_\_\_\_\_  
*Copy of original document from agency MUST be attached (if applicable).*

Current Students		
Grade	International	
	Yes	No

Former Students	
Last Grade Attended	Year Left/Graduated

**Student Information (please print):**

_____	_____	_____
Legal Last Name	Legal Middle Name	Legal First Name
_____	_____	_____
Usual Last Name	Usual First Name	Birthdate (mm/dd/yyyy)
_____		
Address		
_____	_____	_____
City & Postal Code	Phone Number	

**Parent/Guardian Information (please print):**

_____	_____	_____
Legal Last Name	Legal First Name	Relationship to Student

Date Range to be included in Letter (mm/dd/yyyy) \_\_\_\_\_ to \_\_\_\_\_

Additional Information (please indicate any other pertinent information to be included in letter): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proof of Identity:** To ensure the privacy and security of the student information this request must be accompanied by a copy of legal photographic ID such as a driver's license, BCID or a passport before the record will be released. If the request is for your child you must provide proof of ID for both yourself and your child. In addition, if a third party is designated to pick up the letter on behalf of the student they must also provide a copy of their ID when they come to pick up the record at the Student Records office.

**Pick up instructions:**  
If letters are to be picked up by a third party please include the name of the designated pick up person.

_____	_____	_____
Last Name	First Name	Phone Number

**AUTHORIZATION TO RELEASE INFORMATION:** Authorization is hereby given to Burnaby Mountain Secondary School (Burnaby School District 41) to release information as indicated above.

\_\_\_\_\_  
Student or Parent/Guardian Signature      Print Name of Student or Parent/Guardian      \_\_\_\_\_  
Date

<b>OFFICE USE ONLY</b>		<b>Payment:</b>	Paid <input type="checkbox"/>	N/A <input type="checkbox"/>
Received:	Picked-up <input type="checkbox"/>	Via Email <input type="checkbox"/>	Date	: _____