

## 310C STUDENT RECORDS REQUEST

### Instructions:

1. TRANSCRIPTS:

If you are a **former student** looking for an official high school transcript, please contact the Department of Education, Government of Newfoundland and Labrador:

**High School Certification**

Department of Education  
P.O. Box 8700  
St. John's, NL A1B 4J6  
Telephone: 1-709-729-3001  
Fax: 1-709-729-0611  
Email: [transcripts@gov.nl.ca](mailto:transcripts@gov.nl.ca)

You can also follow this link to obtain a transcript: <http://www.ed.gov.nl.ca/edu/k12/highschool/transcripts.html>

2. CUMULATIVE RECORD/CONFIDENTIAL FILE:

If you are a **current student** 19 years of age or older, or the **parent/guardian of a current student** under the age of 19 years, and you wish to obtain a copy of information from your student file, please contact your school directly. You will be required to submit this form [**310C: Student Records Request Form**] to the school.

If you are a **former student** 19 years of age or older and wish to obtain a copy of information from your student file, please complete this form and send to the school you last attended. A school directory is available at [www.nlesd.ca](http://www.nlesd.ca).

If you are uncertain about which school you should contact, please send the completed form to:

**Corporate Services**

Newfoundland and Labrador English School District  
Suite 601, Atlantic Place  
215 Water Street  
St. John's, NL A1C 6C9  
Telephone: 709-758-2372  
Fax: 709-758-2706

3. Requests for copies of current (active) student records will normally be responded to within 7 business days during the school year.
4. If the request is for an inactive student record, your request will normally be responded to within 15 business days during the school year.
5. *Please note that student records are retained by the NLESD for \_\_\_\_ years after a student graduates and/or leaves the NLESD school system. Student records cannot be provided after that time.*
6. Any information to be provided will be mailed to you by regular mail or arrangements can be made for you to pick it up at the school, regional office or district headquarters, depending on where the record is stored.
7. AUTHORIZATION TO RELEASE: Please complete the **Release of Information** section on the Student Records Request Form if you want the information from your record to be picked up by, or mailed to, another individual or agency.

### 310C STUDENT RECORDS REQUEST FORM

<b>Full Name of Student (Please Print):</b>			<b>Parent/Guardian Name, if student is younger than 19 years of age (Please Print):</b>		
<b>First</b>	<b>Middle</b>	<b>Last</b>			
<b>Student Date of Birth:</b>			<b>Phone Number:</b>		
<b>Month</b>	<b>Day</b>	<b>Year</b>	<b>Email address:</b>		
<b>Current Address:</b>			<b>Mailing Address (if different from current address):</b>		
<b>Last school attended in the Province of Newfoundland and Labrador:</b>					
_____					
<b>Community where school is/was located:</b> _____					
<b>Last grade attended:</b> _____ <b>Last year attended:</b> _____					
<b>Graduated from school:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Please provide detail on type of information requested:</b>					
<input type="checkbox"/> Copy of final grades/report card <input type="checkbox"/> Assessment (e.g. psychological, speech-language) <input type="checkbox"/> Other					
<b>Details:</b> _____					
<b>Please complete this section only if you wish to have the information released to another person:</b>					
<input type="checkbox"/> I hereby authorize the Newfoundland and Labrador English School District to release the records requested to the following:					
<b>Name of Person (Please Print):</b>			<b>Mailing Address:</b>		
<b>Agency (if applicable):</b>					
<b>Phone Number:</b>					
<b>Fax Number (if applicable):</b>					
<b>Signature (Student or Parent/Guardian):</b> _____					
<b>Date:</b> _____					

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