

STUDENT RECORDS REQUEST**LAKEVIEW CHRISTIAN SCHOOL IS REQUESTING STUDENT RECORDS FOR:**

Student Name Legal First Name		Date of Birth (MM/DD/YY)
Name of Previous School	Fax #	

Student Records:

The student named above has enrolled in Lakeview Christian School. If you are currently using MyEd, please withdraw the student and forward the following (as applicable).

- Permanent Student Record Form 1704 (as required by BC Ministry Order 082/09)
- Health services information as indicated by a medical alert
- Court orders as indicated by the legal alert
- Other legal documents (e.g., name change or immigration document)
- Support services information (psycho-educational testing, speech/hearing, adjudication requirements for completing assessment activities)
- Individual Education Plans (IEPs) or Case Management Plans (CMPs)
- Home Schooled Student – registration notification
- Copies of at least the last two years of Student Progress Reports or official transcripts
- Passport to Education (high school)
- Student Learning Plan (SLP) for grades 9-12

Optional Inclusions:

- Standardized test scores
- Records of information considered relevant and important to the student's educational program
- Award information (Ministry awards information – should include year, date, serial #)

If these records are unavailable please notify our office.

Tel: 250-658-5082

Fax: 250-658-5072

Name of Principal – Scott Bastien.

Signature of Principal

Date

Name of Parent

Signature of Parent

Date