



ADMINISTRATIVE PROCEDURES

SUBJECT: Requests for Student Record Information

The following procedures were developed to assist school staff when processing requests from former LKDSB students for student record information.

1. The former student will complete the Request for Student Record Information Form (**Appendix I**).

Note: Requests from third parties must be accompanied by a signed release form that identifies the student – correct name, date of birth, school, authorized signature, and specific requested information.

2. Designated staff (School Secretary/Records Dept.) will follow the instructions outlined in **Appendix II – Provision of Information**, and use **Appendix III – Tracking Sheet**, to record these transactions. Requests for other schools/Boards are forwarded, where appropriate, for completion.

Note: Requests for inactive elementary records or schools closed are forwarded to the Records Department for completion.

3. Authorized staff (Principal/Designate or Director of Education) will certify the record accordingly.
4. Designated staff will collect the appropriate fee and deposit into the School/Board account accordingly.
5. Designated staff will prepare an invoice for services rendered, where applicable, as outlined in **Appendix IV**.
6. Designated staff will file completed Requests for Student Record Information and retain for two years in accordance with the Board's Records Retention Schedule.

Implementation Date: February 9, 2000

Revised: September 1, 2000
September 1, 2001
September 15, 2004
November 23, 2020
March 15, 2022

Reference: Education Act



Lambton Kent
District School Board
Student Achievement *Community Success*

**REQUEST FOR
STUDENT RECORD INFORMATION**
(In Accordance with the Education Act and Ontario Regulations)

Name: _____
(Surname) (Given) (Middle) (Maiden)

Address: _____ Postal Code: _____
(Number & Street) (City/Town)

Telephone: _____ Date of Birth: _____

Name of Last School Attended: _____ Grade Completed: _____ Last Year Attended: _____

TYPE OF RECORD REQUESTING

- Transcript of Marks, Courses, and Credits
- Other Student Records

REASON FOR REQUEST

- Pursuit of employment / personal use
- Pursuit of further education
 - Provide name of post secondary institution and contact email for release.

- Proof of Attendance (proof of English instruction or proof of school attendance for citizenship or pension purposes)

- Other: (Please specify)

DISTRIBUTION INFORMATION – PLEASE ALLOW FOR 5-7 BUSINESS DAYS FOR PROCESSING OF STUDENT INFORMATION

- Mail to home address
- Pick up by applicant
- Pick up by other. I authorize the release of the requested documents to be picked up by:

(print full name): _____ Signature of individual picking up documents _____

Government photo identification is required by both the applicant and the person picking up the documents.
 Acceptable forms of identification include: Birth Certificate and one of the following: Driver's Licence, Ontario Photo Card, Passport, Status Card.

Fee: \$10.00 per record to be remitted before release of information Number of copies required _____

Method of payment is school cash online. Please contact Student Records for the link or to make alternate arrangements.

Signature of Office Staff: _____ Date: _____

This form should be returned with payment to the Lambton Kent D.S.B, 200 Wellington Street, Sarnia, ON N7T 7L2, to the attention of Student Records or the last secondary school the applicant attended.

Authorization (to be completed by applicant, authorizing access to Ontario Student Record)

Date:	Signature:
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SEE REVERSE FOR PROVISION OF INFORMATION



PROVISION OF INFORMATION

(A) PERSONAL USE (Transcript Request) - \$10.00 per copy if out of school for at least 1 year.

A true copy of the *Ontario Student Transcript* is provided when a written request is submitted by:

- a. a former student;
- b. an adult student;
- c. the parent or guardian of a minor student;
- d. a Lambton Kent District School Board secondary school; (no charge)
- e. the Minister of Education; (no charge) or
- f. Another school board in Ontario. (no charge)

All transcripts **issued for the first time**, (i.e. upon graduation or retirement from attendance at school) after August 1985 will be on the *Ontario Student Transcript* form, regardless of the year(s) in which the secondary school courses were completed and/or the year of graduation.

All copies of transcripts provided to former students, for the purposes of re-entry to a secondary school credit course or other educational institution, must be converted to the Ontario Student Transcript complete with all conversion of successful credit achievements to the Common Course Code or equivalent. The principal of the last school attended will complete conversion. **A copy of the original transcript, from which the equivalent standing was granted, should be attached to the *Ontario Student Transcript*.**

If the transcript is required for CONTINUING EDUCATION purposes, a copy of the current microform or electronic imaged document will be provided.

If the transcript is required for other purposes, (i.e. personal or employment), a certified copy of the current microform or electronic imaged document will be provided. An updated Ontario Student Transcript will be provided upon request.

A true copy of the original information contained in the student record may be sent by first class mail to the principal of an educational institution **outside Ontario** only after the principal who has the student record has received:

- a. a request for the student record from the principal of the educational institution;
- b. a request in writing for the transfer of the student record signed by;
 - the student, where the student has attained the age of eighteen years **OR**
 - the parent or guardian of the student, where the student has not attained the age of eighteen years.

(B) GENERAL USE (Proof of Age/Attendance or Other) - \$10.00 per copy

If the request is for general information about a former student, (i.e. proof of age/attendance, old age security pension, court report preparation, and other requests for information from legal firms/institutions) a letter of response will be prepared outlining the information requested.

(School/Board Letterhead)

DATE: (current)

IN ACCOUNT WITH: (Name and Address of Legal Firm/
Other Institution Requesting Student
Record Information)

FOR SERVICES RENDERED:

(e.g.) Preparation of letter re: proof of
attendance for _____
(Name of Client)

AMOUNT DUE: \$10.00

(Please make cheque payable to:
**School/Lambton Kent District
School Board**)

Return payment to:

School/Records Department
(include appropriate address)