



**School District 5 (Southeast Kootenay)**  
**Request Release of Student Records to SD5**

940 Industrial Rd 1  
Cranbrook, BC V1C 4C6  
[cbo.mailing@sd5.bc.ca](mailto:cbo.mailing@sd5.bc.ca)

**ADMINISTRATIVE PROCEDURE 320 - STUDENT RECORDS**

**PARENTAL CONSENT**

In accordance with the Freedom of Information and Protection of Privacy Act, School District 5 (Southeast Kootenay) requires consent to use personal information for purposes related to educational programs. For this purpose, we request parental consent for the following:

**Student Records**

I give \_\_\_\_\_ permission to release the student records (confidential student file) they have on file for my child/ren to \_\_\_\_\_ in School District 5 (Southeast Kootenay).

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)

**PREVIOUS SCHOOL INFORMATION:**

School Name: \_\_\_\_\_

City/Province: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**School Use Only:**

Date(s) requested: \_\_\_\_\_

File(s) received: \_\_\_\_\_