



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

Parkland Middle School  
1115 – 2<sup>nd</sup> Ave. S, Cranbrook BC V1C 2B4  
Phone: (250)426-3327  
Fax: (250)426-6334  
Email: pms@sd5.bc.ca

**BOARD POLICY 3.13 - STUDENT RECORDS**

Public School within British Columbia

When a student transfers to another school district or a Francophone education authority within British Columbia, and the District receives a request from that other school district or Francophone education authority (which includes a parental signature authorizing the release of the information), the original Cumulative file with all the inclusions, the original RED file and the Permanent Student Record Card will be sent to the new school.

Independent School or an Educational Institution outside of British Columbia

When a student transfers to an independent school or an educational institution outside of British Columbia, and the District receives a request from that independent school or educational institution (which includes a parental signature authorizing the release of the information), a copy of the Cumulative file with all inclusions, a copy of the RED file and a copy of the Permanent Student Record Card will be sent to the new school

**PARENTAL CONSENT**

As per Board Policy, I give permission for School District 5 (Southeast Kootenay) to release the student records (confidential student file) they have on file for my child/ren to \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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