Newfoundland & Labrador English School District

310A Request for Transfer of Records WITHIN the Newfoundland and Labrador English School District

(To be completed by NLESD school requesting transfer of records from another NLESD school)

REQUEST TO SCHOOL PRINCIPAL:

School: _____

Address: _____

The following student has registered at our school:

Full Name of Student: _____
First Middle Last

Date of Birth:

_____/_____/_____
Month Day Year

PARENT(S) NAME(S):[1]

_____

Please transfer the complete student record, including cumulative file and confidential file, to our school:

School: _____

Address: _____

NAME OF PRINCIPAL: _____
PLEASE PRINT

SIGNATURE: _____

DATE: _____

School/District office Use Only:

Request sent by: ☐ Email ☐ Fax ☐ Mail ☐ Other

RECEIVED: ☐ Cumulative file ☐ Confidential file ☐ Other _____

NLESD August 2015

[1] ***PLEASE NOTE: Parent signature not require to transfer record between NLESD schools.***