



Exhibit 2

Related Procedure: 3 – 18 Student Records

Effective Date: 2020 Sept

Request for Student Documents

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

Attn: Office of the Principal

School/Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of document/s requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please forward a copy of the requested documents for the following student in accordance with Alberta Student Record Regulations for the Province of Alberta, Section 2(1).

Student Legal Name: \_\_\_\_\_

Student AKA Name: \_\_\_\_\_

Student D.O.B.: \_\_\_\_\_

Current Grade \_\_\_\_\_

ASN (Alberta Student Number if known): \_\_\_\_\_

Name/Address of Requesting Person:

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

The collection of personal information herein is collected pursuant to the provisions of the School Act and its Regulations. The Freedom of Information and Protection of Privacy Act (FOIP) and the Vital Statistics Act, as the collection is related directly to and is necessary to the School Boards' obligations to provide students with an education program that meets their needs and to provide a safe and secure school environment. All information collected pertaining to students will be kept confidential unless otherwise authorized in writing by the parent or guardian of the student.