



TRANSCRIPT AND RECORDS REQUEST

Personal Details

Surname

Given Name(s)

Former Name (if applicable)

Date of Birth

Daytime Phone Number

Email

Current Address

City

Province

Postal Code

Last grade attended at Fraser Academy

Year graduated (or withdrew)

Records Requested

Official Transcript

Other Records

If other, please specify:

Mailing Instructions

Transcripts are mailed directly to post-secondary institutions. Please write the names and addresses of the institutions where you would like the transcripts sent. Please also note if you would like a copy sent to you as well.



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Proof of Identity

To ensure the privacy and security of student records information, this request must be accompanied by a copy of a government-issued photo identification document (e.g. driver’s license, passport, etc.). The proof of identity must be of the person requesting the records.

- Drivers Licence
- Passport
- BC Services Card
- Other Government Photo ID

Third Party Pick-up

If a third party is designated to pick up the records on behalf of the student he/she must also provide a copy of his/her own ID when picking up the records at the Student Records office. If records are to be picked up by a third party, please include the name and contact information of that person.

Authorization to Release Information

Authorization is hereby given to Fraser Academy to release the above copy(ies) of my school records as indicated above.

Former Student Signature (or Parent/Guardian)

Date

Printed Name of Student (or Parent/Guardian)

Ordering Options

By Fax: Fax your completed application and copy of photo ID to 604 736 5578, attention Student Records.

By Email: Email your scanned application and copy of photo ID info@fraseracademy.ca, attention Student Records.

In Person: Bring your completed form and photo ID to Fraser Academy, 5th Floor Reception, 2294 West 10th Avenue, Vancouver, BC.

Processing: Please allow 3-5 business days for processing.

For records other than official transcripts, please indicate how you would like to obtain them:

- Pick-up
- Mailed
- Emailed with scanned copy