

## REQUEST FOR EDUCATION VERIFICATION

Please be advised the school can only verify data as it exists in school records as of the date of your request which normally includes the current information only (we do not maintain a history of previous addresses or custodial information). Records cannot be backdated or changed. In the event there is a dispute because school records were not updated, parents/guardians will need to determine alternate sources of verification.

Verification requests for prior periods where the student attended a different school(s) shall be made to the school(s) the student attended. Verification letters shall only be released where satisfactory proof of access can be confirmed. Please note, these requests may take up to 10 business days to process. Thank you for your understanding.

### PARENT/GUARDIAN INFORMATION: (please print)

Parent / Guardian Last Name	Parent / Guardian First Name
Current Mailing Address	City/Province/Postal Code
Home Telephone / Cell Number	Email

### STUDENT INFORMATION: Current Student(s) / Former Student(s)

Usual Last Name / Legal Last Name	First Name, Middle Name <span style="float: right;">D.O.B. (yr/mm/day)</span>
Usual Last Name / Legal Last Name	First Name, Middle Name <span style="float: right;">D.O.B. (yr/mm/day)</span>
Usual Last Name / Legal Last Name	First Name, Middle Name <span style="float: right;">D.O.B. (yr/mm/day)</span>

### PURPOSE REQUIRED: Detail what information is required and for what purpose.

<input type="checkbox"/> Attendance Record	<input type="checkbox"/> Other: (please explain)
<input type="checkbox"/> Address / Custody (Office Index Card)	

### AGENCY / ORGANIZATION REQUESTING EDUCATION VERIFICATION: (please check)

<input type="checkbox"/> Revenue Canada (indicate dates if applicable)	<input type="checkbox"/> Sports Association
<input type="checkbox"/> Social Assistance / Ontario Works	<input type="checkbox"/> Other: (please specify)

Signature of Parent/Guardian	Date
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Verified by: i.e. Photo ID
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The information collected on this form is collected in accordance with the *Education Act* and is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection of this personal information should be directed to the Controller, Simcoe County District School Board, 1170 Highway 26, Midhurst, ON L9X 1N6 (705) 734-6363 ext. 11254.