

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 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 D.O.B. (yr/mm/day)
Usual Last Name / Legal Last Name	First Name, Middle Name D.O.B. (yr/mm/day)
Usual Last Name / Legal Last Name	First Name, Middle Name D.O.B. (yr/mm/day)

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
