



# Brandon School Division

## Request for Record of School Attendance

- A Record of School Attendance will only be released upon completion and return of this form.
- As this information is personal to the applicant, it can only be released to the applicant, mailed to the applicant's address and/or released to a person as directed by the applicant.
- This office will also provide a copy of the Record of School Attendance directly to an educational institution, a place of prospective employment or any other place as specified below.
- Due to anticipated demand for Records of School Attendance, please allow up to two weeks for processing of request.

**Current Name:** \_\_\_\_\_  
Last First Middle

**Full Name(s) used while attending school:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
Street No. and Name  
\_\_\_\_\_  
City Province Postal Code

**Date of Birth** \_\_\_\_\_  
year/month/day

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**List of schools attended in Brandon School Division:**

Name of School	Grade	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Last Grade Completed:** \_\_\_\_\_ **Exact Year of Final Attendance:** \_\_\_\_\_

Provide the COMPLETE name and address if you wish a copy of your Record of School Attendance to be forwarded somewhere other than your current mailing address above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Above-Named Student OR Signature of Parent/Legal Guardian if student is under 18 years of age**

***Accepting the Challenge***