

**DEPARTMENT OF EDUCATION, CULTURE AND EMPLOYMENT  
REQUEST FOR STANDARD STUDENT RECORDS**

PERSONAL INFORMATION	
Full Name:	
Alternate Name: (if applicable, maiden name or other names / alternate spellings that may have been used in school)	
Name of Parent or Guardian:	
Date of birth: (YY/MM/DD)	
Mailing Address:	
Email Address:	
Phone Number:	
Fax Number:	

**STUDENT INFORMATION BEING REQUESTED (select all that apply)**

- Transcripts – please fill out the *Request for Official High School Transcript* form
- Standard Student Record, as defined by the Routine Disclosure Policy
- Other, please specify: \_\_\_\_\_

STUDENT INFORMATION	
Name of School or Community where student attended school	Year(s) attended

**Authorization (To be completed by the student or authorized individual)**

I acknowledge the Department of Education, Culture and Employment is collecting the personal and general information contained in this form in accordance with the instructions I have provided on this form in order to process my request for standard student records.

<b>Signature</b>	<b>Date</b>
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If you have questions, please contact: Student Records Coordinator at (867) 767-9353 ext. 71265. **Email** completed form to: [student\\_records@gov.nt.ca](mailto:student_records@gov.nt.ca), **fax** it to (867) 873-0499 or **mail** it to: Student Records, Department of Education, Culture & Employment, Government of the NWT, Box 1320, Yellowknife, NT, X1A 2L9.

This collection of this personal information is authorized by the *Access to Information and Protection of Privacy Act* section 40(c), will be used for the purpose of processing this request for information, and will be protected by the privacy provisions of the Act. Information processed for this request may be used to update the applicant's personal student record with the Department of Education, Culture and Employment, and for statistical purposes and program administration.