



DOCUMENT REQUEST FORM

IDENTIFICATION OF THE PERSON CONCERNED

LAST NAME

GIVEN NAME

DATE OF BIRTH (year, month, day)

SEX: MALE
 FEMALE

PERMANENT CODE (if known)

MOTHER'S FAMILY NAME AT BIRTH

MOTHER'S GIVEN NAME

SCHOOLS ATTENDED WITHIN THE SIR WILFRID LAURIER SCHOOL BOARD (starting with most recent)	YEAR	GRADE

DOCUMENT(S) REQUIRED AND DELIVERY OPTIONS

Report Card(s) Attestation letter of student annual school attendance

MAIL TO THE FOLLOWING ADDRESS
(certain conditions required)

ADDRESS (Number, Street, Apt., or P.O. Box)

CITY

PROVINCE

POSTAL CODE

TELEPHONE (daytime)

PICK UP AT THE ADMINISTRATIVE CENTRE

SIR WILFRID LAURIER SCHOOL BOARD
235, MONTÉE LESAGE
ROSEMÈRE, QUEBEC
J7A 4Y6
450 621-5600

E-MAIL TO:

I certify that the information on this document is true and correct.

SIGNATURE

DATE

FOR OFFICE USE ONLY

DATE RECEIVED

DATE OF ISSUE

DOCUMENT(S) REQUIRED Report Card Attestation of attendance

PROOF OF IDENTITY PROVIDED Drivers License Health Insurance Card Other _____

DOCUMENT(S) DELIVERED By mail In person By e-mail

PROCEDURES TO OBTAIN COPIES OF REPORT CARD, ATTESTATION AND / OR ACHIEVEMENT RECORD

REPORT CARD / ATTESTATION REQUEST	ACHIEVEMENT RECORD REQUEST
<p>Prior to request a copy of your report card or attestation, you must complete the following form:</p> <p><u>Document Request Form</u></p>	<p>The Achievement record is produced by the Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche (MEESR) for secondary 4 and 5 students. This document indicates if the student has obtained his/her diploma (if applicable).</p>
<p>You can obtain a copy of your report card and/or attestation by sending your Document Request Form to the attention of :</p> <p>Archives (Documentation Request)</p> <ol style="list-style-type: none">1) By mail* Archives (Documentation Request) Sir Wilfrid Laurier School Board 235 Montée Lesage Rosemère, Québec J7A 4Y62) By e-mail* <u>archives@swlauriersb.qc.ca</u>3) In person* Sir Wilfrid Laurier School Board Administrative Centre 235 Montée Lesage Rosemère, QC Between 8:30 - 12:00 and 13:00 - 16:00	<p>You can receive your Achievement record by contacting the MEESR:</p> <ol style="list-style-type: none">1) By phone: 1 866 747-66262) By e-mail: <u>Achievement Record</u>

*** Include a photocopy of photo identification (health insurance card, driver's licence, etc.)
There may be a delay of up to ten (10) working days before the documents are ready.**

Additional information

For under-age children (17 years old and under), the request can be made by the parents. Adults wishing to designate someone to pick up the document(s) on their behalf must print and complete the following form:

Authorization form

For further information, please contact the School Organization Department at 450 621-5600