

# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## POLICY MANUAL

<b>POLICY:</b>	<b>6055MR1</b>
Approved:	May 31, 2010
Revisions:	1

### MANAGEMENT REGULATION

#### Fees for Student Records

1. Certified copies of a transcript of grades or permanent record card provided to an individual for the purpose of continuing their education or to an educational institution submitting a release signed by a student will be charged as follows:
  - First 2 certified documents No charge
  - Each subsequent certified document \$5.00
  - No Taxes Direct Cost
2. Certified copies of any student record provided to an individual or agent, such as a lawyer or medical professional, acting on behalf of a student will be charged as follows:
  - Administrative Time \$20.00 Flat Rate
  - First certifying signature \$20.00
  - Each subsequent certifying signature \$10.00
  - Plus HST 12%
3. In accordance with the Freedom of Information and Protection of Privacy Act, non-certified photocopies of student records will be: **No Charge**.
4. Fees collected for providing student records will be remitted periodically to the District Accounts Department.