

Administrative Procedure 6055 MR1

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.