

<b>Important!</b>
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**Dear parents/guardians:**

Please review both sides of this Student Verification & Emergency Release form. If information has changed **make changes using a coloured pen.**

**Section C – Parent/Guardian Info:** Note step-parents show in section E on second page. Please check back page for emergency contacts (the first page is only for legal parents/guardians).

**Section D – Siblings:** Please fill in sibling information as it does not print on form (even though it is likely in the database), and is helpful for emergency purposes.

**Section E – Emergency Contacts:** A maximum of 3 emergency contacts will print on this form (even though there may be more on file). If you have questions please come to the Office to check. Circle boxes YES or NO for “May pick-up”. Addresses for emergency contacts are not tracked in the school database (it is optional if you wish to write them in).

**Section F – Out-of-Area Contacts:** If the contact has an international phone number that not showing up, please write it in with a coloured pen.

**Section G – Medical Health Information:** This section contains life threatening information only. If this area needs updating due a life threatening condition/allergy/disease, that is not listed, please update this box and come to the Office to ensure the correct paperwork is on file.

**Signature Required:** Remember to **sign the back of the form!**

***Change of address?*** Please inquire at the Office, to provide new supporting documents for your new address (ie, Tenancy Agreement or Purchase Agreement, **plus** a BC Hydro Bill or BC Driver’s License, etc).

***Change in parent custody?*** Please inquire at the Office to confirm which supporting documents we will need from you before we can update this information.

***Please return all completed forms in this package to the classroom teacher***

***by Monday, September 17<sup>th</sup>. Thank you.***