

Use this form if the Duplicate students are actually two different students

If the two students indicated as duplicates are different students, then both schools should submit this form and a copy of their student(s) birth certificate to the Ministry.

Or

Use this form to correct the grade level of a DL student who was reported in the incorrect grade.

Students cross enrolled to DL schools are sometimes reported in the incorrect grade in the DL school making the student records “not allowable duplicates”. If the student is taking only grade 10-12 course(s) in the DL school you can use this form to instruct the ministry to change the reported grade in the DL school file.

Check the box in the “Details of Settlement” section to indicate the required action.

School Detail

School name _____ (student name) _____ (DOB) _____ (school contact name) _____ phone _____	Ministry School Code _____ PEN _____ fax _____
School name _____ (student name) _____ (DOB) _____ (school contact name) _____ phone _____	Ministry School Code _____ PEN _____ fax _____

Details of Settlement

<input type="checkbox"/> The student(s) mentioned above are two different students. Birth Certificate(s) attached <input type="checkbox"/> Change the grade of the DL student (only DL schools may use this option). Ministry School Code requesting a change to the reported grade _____ Change grade to _____
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Confirmation

_____ School Principal/Coordinator Signature	_____ School Name
_____ School Principal/Coordinator Signature	_____ School Name