

## FOR EXISTING STUDENTS

**Situation 2:** The student you require a PEN for has transferred from within the Province or has previously attended a school in BC. Simply enter all the demographic information for the student into the appropriate fields, as indicated below and click the 'Attempt Match' button.

Please select this option if the student you are entering is new to the Province or school system, this will send your request directly to the Ministry.

1) Enter the student's name as it appears on legal documentation:

Surname

First Name

Middle Name

Click here if the student does not have a middle name on their legal documentation.

2) Enter the student's name as they prefer to be called (if different):

Surname

First Name

Middle Name

3) Enter the student's birth date as YYYYMMDD (4 digit year, no spaces or slashes):

4) Enter the appropriate gender for the student:

Male  Female

5) Enter the student's home postal code with no spaces (A#A#A#):

6) Enter the student number from your local student administration system: