



School District No. 71 (Comox Valley)

Board of Education of School District No. 71

607 Cumberland Road
Courtenay, B.C. V9N 7G5
Fax (250) 334 5552
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Office of the Assistant Superintendent

September 2019

TO: Parents of all students in the Comox Valley School District

RE: Student Information

At the start of each school year, schools undergo a process to verify important personal information we have on file for your children. It is absolutely vital that schools be able to rely on this information so we can reach you or your designated emergency contacts, and be aware of allergies or other health conditions, or legal matters such as custody, guardianship, access, or name changes.

The safety of your children is paramount for us. In the event of an accident, medical emergency or other event such as closure due to bad weather, power outages, etc., schools need to be able to respond in the best way possible using the information you provide.

Please take a few minutes to carefully review the attached verification form:

- check mark each correct item;
- cross out any incorrect or outdated information;
- replace incorrect information with corrections printed directly on the form as neatly as possible;
- complete any missing pieces (especially regarding medical conditions);
- return the form to the school by Monday, September 16, 2019 and
- **if you possess any court orders that refer to your children please ensure that the school has a copy of the most recent order.**

Please know that the protection of privacy and the safeguarding of all personal information is important to us. Be assured that the information you provide is confidential and securely kept and will be used only as needed by the school district.

Thank you very much for your assistance.

Sincerely,

Geoff Manning
Assistant Superintendent of Schools
Comox Valley Schools