**DUPLICATE STUDENT DELETION FORM**

**\*\*\*Please do not withdraw the student from your school as it may prevent us from locating the student\*\*\***

Enter the required information below. Please note that the record without the PEN will be deleted. To ensure the best results when searching for a student, please search only for:

1. Legal Last Name – as spelled on their legal documents
2. Gender
3. Date of Birth

Any discrepancies between this form and the actual records on MyEdBC will result in this form being declined by the Ministry so please ensure that it is accurate before submitting it.

|  |  |
| --- | --- |
| Student to **DELETE** | |
| Student ID (Pupil #) | Mandatory Field |
| LEGAL Last Name | Mandatory Field |
| USUAL Last Name |  |
| LEGAL First Name | Mandatory Field |
| USUAL First Name |  |
| Gender | Mandatory Field |
| Birth Date | Mandatory Field |
| PEN (if applicable) |  |
| Student to **KEEP** | |
| Student ID (Pupil #) | Mandatory Field |
| LEGAL Last Name | Mandatory Field |
| USUAL Last Name |  |
| LEGAL First Name | Mandatory Field |
| USUAL First Name |  |
| Gender | Mandatory Field |
| Birth Date | Mandatory Field |
| PEN (if applicable) | Mandatory Field |

For more than one record, please copy and paste the table into a new page.