

TO: EXAMS OFFICE
RE: RESULTS COLLECTION AUTHORISATION

Please complete this section under all circumstances

Name of former student:- _____

(Please return to the Exams Office or email exams@sc.coastandvale.academy)

.....**Do NOT remove lower portions**.....

If you are unable to attend on results day and would like to make arrangements for collection of results rather than results being posted home on results day, please complete below:-

I authorise _____ (insert full name of person who will collect the results) to collect my GCSE results as I cannot collect them. This person understands that they will need to bring along their own **photographic identification** (such as a passport or photo driving licence) in order to receive my certificates. **Please contact Mrs S Clark to agree a collection time.**

Signed: _____ (Student) Name: _____

FOR OFFICE USE ONLY

Date received:

Date posted: