

Certificate collection information for candidates



Candidate name:

Certificates are available for collection at the Awards Evening on Friday 11th November 2016 – 7pm to 9.30pm. However, if you are unable to attend the Awards Evening then please complete this form to let me know when you would like to come in after to collect your certificates:

Date		Time(s)	
Collection point	School Reception	<i>Identification must be provided on collection</i>	

If you are unable to collect your certificates, please complete and return the form below as soon as possible. I cannot release your certificates without your permission. Please ensure that your representative comes with photographic ID.

Checking certificates

On collection, you should carefully check that your personal information is correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

Uncollected certificates

Certificates will be held securely at the school until September 2021 and may be destroyed after that date.

In case of query, please contact Mrs J Cowell, Exams Officer via email on joanna.cowell@colchesterhighschool.co.uk.

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Candidate permission form

Certificate collection

I give permission for my representative _____ [insert name of representative here] _____ to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct. My representative would like to collect them from the school reception on:

(date)

am collection or pm collection

Candidate name		Candidate signature		Date of signature	
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Your completed form should be returned to Mrs J Cowell as soon as possible