



# ROUNDHAY SCHOOL

*All-through education from 4 to 18*

Gledhow Lane, Leeds, LS8 1ND  
**0113 3931200**  
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www.roundhayschool.org.uk

## CERTIFICATES THIRD PARTY COLLECTION

### PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

**To Student: Please print and complete this form**

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

#### **TO: Examinations Office**

I am unable to collect my certificates in person from school, and therefore, give permission for

\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully

\_\_\_\_\_ Form Group \_\_\_\_\_  
(Print Name)

Signature:

This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

*Office Use Only: I.D Checked – please initial*

