**Fix an invalid PEN/PEN NULL Request in the Student Information System**

**This is a situation where a student has an invalid PEN in the student information system.**

**MOE Information:**

|  |
| --- |
| **Contact name from the MOE:** |
| **Valid PEN:** |

**School Information:**

Request Date:       School Name:       SIS:

School Contact Name:       School Phone:

**Student information (taken from SIS):**

Pupil Number (Student ID)

.

Legal Last Name

Usual Last Name

Legal First Name

Usual First Name

Gender

Birth Date

Invalid PEN