



AP 2-116 – ACCESS TO PUPIL FILE APPLICATION

Names of student who’s pupil file you would like to gain access to: _____
please print

Students Date of birth: _____

Last Date of Attendance: _____

Name of person(s) requesting access: _____
please print

Address: _____ Telephone number: _____

_____ e-mail: _____

Are you the parent/legal guardian of the student? Yes No

Is the student in question under the age of majority (under the age of 18)? Yes No

If you answered “No” to either of these two questions and you are not the student in question, please complete the Third Party Application form instead.

Signature of person(s) requesting access

Date

If granted access, you will be allowed to examine the requested files only during regular school hours at a time determined between you, the requestor, and the Principal or Access and Privacy Coordinator, and only under the supervision of a designated staff member. Files are not permitted to leave the premises. If access is requested again at a later date, a new application will be required.

Conditions of Access

Parents and guardians can access their child’s pupil file; other than youth criminal justice file, until the pupil has reached the age of majority at which time, consent of the pupil is required to allow parent(s) or legal guardian(s) to access the pupil file. Individuals requesting access must request it in writing on the Access to Pupil File Application to the school principal and will be responded to within 3 days.

Third Parties will have access upon written authorization of parent/guardian or student, if the student is of the age of majority or over. Third party requests should be submitted in writing on the Divisional Third Party Application form to the Access and Privacy Coordinator.

For more details, see AP 2-112 – Management of Student Records.