


**Calgary Board
of Education**
**Releasing Student Information from the
Calgary Board of Education to Others**

This form **must NOT** be used for transfer of a student school record from one school to another or from one school jurisdiction to another. This form must be used to release information to people outside of the education system such as doctors, lawyers, nurses, private psychologists, and hospitals.

STUDENT LEGAL LAST NAME:	STUDENT FIRST NAME	CBE ID #
SCHOOL:	DATE OF BIRTH (MM/DD/YY) / /	CURRENT SCHOOL YEAR (YY/YY) 20 /20

In an effort to allow for consultation and/or to provide an effective educational program for your child or for you as an independent student, and/or to assist parents or independent students, the school may need to release personal information to other persons. We will only release this personal information with your informed consent (agreement). Informed consent means a signed consent by a **parent*** or **independent student*** which we obtain after a discussion with the parent or student about why the information will be released. The signature is provided by the parent if the student has not reached the age of 18. If the student is 18 years of age, or is independent, then the student must provide consent instead of the parent.

(*See definitions on back.)

INSTRUCTIONS TO SCHOOL PERSONNEL

Certificated school personnel who talk to the parent/guardian/independent student about their consent to release information, please sign below. Your signature indicates that you have discussed with the parent/guardian/independent student the nature of the information to be released. In the Consent section below, cross out references to any type of information that the parent/guardian/independent student does not want to have the CBE release. Have the parent or independent student initial the changes. As much as possible, specify the information to be released in the space provided.

INFORMED CONSENT CONSULTATION/INTERVIEW CONDUCTED BY:

NAME OF SCHOOL PERSONNEL (<i>please print</i>)	SIGNATURE
ROLE	DATE

AUTHORIZATION

I **hereby authorize** the Calgary Board of Education, and any duly authorized agent thereof, to release to the following individual(s) and institution(s), all student records, reports, assessments, and information of medical, psychiatric, psychological, and/or educational assessments or programs rendered to the aforementioned student. If any custody order has been granted by a court, I have the authority to provide this authorization and I have informed the school personnel if any other party's authorization is also required under the order. Please print on the lines below the name(s) of the individual(s) and institution(s) to whom information will be released, and any specifications/restrictions regarding the type of information being released

Note: *This Informed Consent to Release Personal Information will be in effect for one year from the signature date. If you change your mind, you may withdraw your consent by writing to the principal at any time before services are initiated.*

AUTHORIZATION SIGNATURE

NAME OF CONSENTING PERSON:	DATE:	SIGNATURE OF CONSENTING PERSON
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PLEASE RETURN TO

NAME OF SCHOOL PERSONNEL	ROLE	TELEPHONE NUMBER
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AUTHORIZATION FOR COLLECTION OF PERSONAL INFORMATION

The personal information requested is collected under the authority of the School Act, the Student Record Regulation and the Freedom of Information and Protection of Privacy Act for the purposes specified above. If you have any questions about this consent form or the collection, use or disclosure of this personal information, please contact the school personnel shown directly above at the telephone number shown.

DEFINITIONS

1) “parent” means

- (i) the biological parent or, if the student is an adopted child, the adoptive parent,
- (ii) notwithstanding clause (i), if the student’s biological or adoptive parent resided in Alberta and has changed his residence so that it is outside Alberta or unknown, the individual who has care and custody of the student as a result of the change,
- (iii) notwithstanding clauses (i) and (ii), the individual who has custody of the student under
 - (A) a court order, or
 - (B) a written agreement made pursuant to a statute governing custody of the student, if the individual notifies the board in writing of his custody.
- (iv) notwithstanding clauses (i) to (iii), the guardian of the student appointed under
 - (A) a temporary or permanent guardianship order under the *Child Welfare Act*,
 - (B) a written agreement made pursuant to the *Domestic Relations Act* or the *Child Welfare Act*,
 - (C) an order of a court, if the guardian notifies the board in writing of his appointment, or
- (iv) notwithstanding clauses (i) to (iv), the Minister of Justice and Attorney General if the student is in custody under the *Corrections Act*, the *Corrections and Conditional Release Act (Canada)*, the *Young Offenders Act* or the *Young Offenders Act (Canada)*.

1) “independent student” means a student who is

- (i) 18 years of age or older, or
- (ii) 16 years of age or older and
 - (A) who is living independently,
 - (B) who is a party to an agreement under section 7(2) of the *Child Welfare Act*, or
 - (C) on behalf of whom a social allowance is issued under section 9(1) of the *Social Development Act*.

1) “age of majority” 18 years of age