1. **Preamble**

This procedure provides guidelines and expectations pertaining to the completion of the Withdrawal from Parental/Guardian Control Notification Form.

2. **General**

2.1 Section 265 of the Family and Children’s Services Act makes reference to students who are 16 years old as having the right to declare themselves as having withdrawn from parental/guardian control.

2.2 Once it has been substantiated that a student has withdrawn from parental/guardian control, the parent(s)/guardian loses all right to educational information, as well as any other information to which the school/Board may have access such as personal information such as address or phone number.

3. **Purpose of Form**

3.1 Completion of Withdrawal from Parental/Guardian Control Notification Form along with supporting evidence to show that the student is living independently is required to support the student’s claim.

3.2 The student must provide some evidence that s/he is living independently from his/her parent/guardian and providing for his/her own living expenses. Such evidence could include:

   3.2.1 A copy of a rental agreement
   3.2.2 A pay stub or proof of social assistance
   3.2.3 In the case where a student is living with an older sibling or a friend, a letter from the older sibling or parent of a friend where the student is living explaining the circumstances would be sufficient.

3.3 Where a student moves in with a family relative (e.g., grandparent or aunt) s/he would be regarded as living in a guardianship situation rather than living independently.

3.4 The form must be signed by a witness

3.5 Once completed the form and the supporting evidence is to be placed in the DOCUMENTATION SECTION of the student’s OSR.