



## OBTAINING PERMISSION FROM PARENT/LEGAL GUARDIAN FOR RELEASE OF INFORMATION TO OR FROM A SPECIFIED AGENCY, SCHOOL BOARD OR INDIVIDUAL

Responsibility:	<i>Superintendent of Learning Services</i>
Legal References:	<i>Freedom of Information and Protection Act, 1990; Municipal Freedom of Information and Protection of Privacy Act, 1990</i>
Related References:	<i>SES-06-ROI Legal Guardian Permission for Release of Information From or To a Specified Agency, School Board or Individual</i>

### 1. Preamble

The following procedure provides guidelines and expectations regarding the completion of the form SES-06-ROI, which provides legal guardian permission for release of information to/from a specified agency, school board or individual.

### 2. Purpose of Form

This form serves as legal documentation of parent/legal guardian permission for school or Learning Services personnel to obtain information **from** or release information **to** a specified agency, school board or individual.

### 3. Personnel Responsible for Completion

The resource staff member who is requesting or releasing information is responsible for obtaining the written permission of the student's parent/legal guardian.

### 4. Guidelines

- 4.1 When possible, the signature of the parent/legal guardian should be witnessed **in person**.
- 4.2 A covering letter that explains the reason for the request of information should accompany the form when it is sent to the specified agency, school board or individual.
- 4.3 The completed original form should be sent to **the specified agency, school board or individual** when they are being asked to **release** information and a copy should be kept either in the student's OSR or in a confidential SES file, depending on whether a school staff member or a member of a specific discipline (i.e. psychologist, social work, speech-language services) within Learning Services-Special Education is making the request.
- 4.4 Conversely, when a specified agency, school board or individual is requesting information **from** the school or a member of Learning Services-Special Education, the completed original form should be kept either in the student's OSR or in the confidential SES file of the Learning Services-Special Education resource staff member (i.e. psychologist, social work, speech-language services), depending on the nature of the information being requested.
- 4.5 NOTE: Third-party reports from other agencies that are on file in the student's OSR or in confidential Learning Services-Special Education files must **not** be released.