



ACCESSIBILITY:

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The Waterloo Catholic District School Board (WCDSB) considers education to be a joint responsibility and partnership of student, parents/guardians, and school personnel. Government of Ontario legislation specifies that when students turn 18 years of age, they are considered to be adults.

PART A – Discussion Items for Student & Parents/Guardians

On the student’s 18th birthday, access to their school records will automatically change as follows:

PARENTS/GUARDIANS:

- Are removed from the student’s contact list.
- May no longer speak to school staff on the student’s behalf (re assignments, exams, attendance, behaviour, etc.)

ADULT STUDENTS:

- Are responsible for their own education, attendance, and behaviour issues.
- Must grant permission if they want parents/guardians to become contacts by completing Part B (below) of this Release of Information (Form [APC023-06F](#)) and submitting it to the school’s main office.
- Can later remove or add parents/guardians as contacts at any time, by completing a new Release of Information (Form [APC023-06F](#)) and submitting it to the main office.
- Consent is valid until the end of the current school year in June and must be confirmed each year as required. Consent can be withdrawn with written notice.

PART B – Consent of Adult Student

All adult students who are 18 years of age, must complete the following:

Name of Student: _____ **Date of Birth:** _____

Phone: _____ **Address:** _____

Personal Email (NOT WCDSB iCloud Email): _____

Yes, I hereby give school officials permission to contact my parents/guardians in case of emergency and share information regarding my attendance and academic progress.

1. **Parent/Guardian:** _____ **Relationship:** _____

Home #: _____ **Cell #:** _____ **Work #:** _____

Email Address: _____ **Address:** _____

2. **Parent/Guardian:** _____ **Relationship:** _____

Home #: _____ **Cell #:** _____ **Work #:** _____

Email Address: _____ **Address:** _____



RELEASE OF INFORMATION TO PARENTS/GUARDIANS Adult Student Consent

- No, I do not give permission to school officials to share information regarding my attendance and academic progress with my parents/guardians. I am aware that all parent/guardian information will be removed from my contact list, and I must provide an emergency contact.

Emergency Contact (*Required):

Name: _____ Relationship: _____

Home #: _____ Cell #: _____ Work #: _____

Signature of Student

Date

Signature of School Staff Witness

Name of Witness

Office Use Only:

- Entered into Student Information System. Date entered: _____

Notice of Collection

Personal information on this form is collected under the authority of sections 265(1)(d) and 266(2)&(3) of the Education Act in accordance with section 28(2) and 54(c) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Information on this form will be used to aid in the completion of a course of study and administer student records. Questions about the use of the form should be directed to the school principal. Questions about the collection, use, or disclosure of personal information on the form should be directed to the Privacy Officer at privacy@wcdsb.ca, or 519-580-3297, or 35 Weber St. W., Unit A, Kitchener, ON, N2H 3Z1.

Completed by: Adult Student
Distribution: Adult Student → School Main Office
Retention: Copy: OSR (5 years post-retirement)