



# Consent for Information Sharing – Adult Student (STUDENT OVER 18 YEARS)

**Notice of Collection:** The personal information you have provided on this form is collected by the Upper Canada District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. The information will be used to give direction to employees in the disclosure of personal records related to the Adult Student named on this form. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Information and Records Management Specialist, Upper Canada District School Board, 225 Central Avenue, West, Brockville, ON, K6V 5X1 (Telephone 613-342-0371, Ext. 1396)

When a student reaches the age of 18 years they are no longer considered a minor. As per Section 266 of the Education Act, access to personal information for students age 18 or older is available only to the student and to school personnel unless a *Consent for Information Sharing – Adult Student* is signed. The information covered by MFIPPA and/or the Education Act that may be shared includes:

- Attendance
- Behaviour
- Academic Progress
- Information in the Ontario Student Record (OSR)

Signing a *Consent for Information Sharing – Adult Student* form enables the Parent/Guardian/Person of Authorization listed on the form access to the personal information of the Adult student. It does not, however, give the person listed decision making capability on the Adult student’s behalf. The intent of this form is to enable the school/board to provide copies of documentation and enable information to be verbally released to the listed person(s). If you wish to limit this consent to specific records/information (Example: Report Cards but not Attendance), please identify the limitations in the provided area below.

I, \_\_\_\_\_, born \_\_\_\_\_ having reached 18 years  
*(please print name of adult student)* *(mm/dd/yyyy)*  
of age, give consent for Upper Canada District School Board staff to communicate with and share education records to:

Name of parent/guardian/person of authorization: \_\_\_\_\_  
*(please print parent/guardian/person of authorization name – must be over 18 years of age)*  
Relationship to Adult Student: \_\_\_\_\_

Name of parent/guardian/person of authorization: \_\_\_\_\_  
*(please print parent/guardian/person of authorization name – must be over 18 years of age)*  
Relationship to Adult Student: \_\_\_\_\_

Limitations (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adult Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(mm/dd/yyyy)*

**NOTE: This consent is valid for one year from the date authorized and may be revoked, in writing, within that year.  
A new form is required annually.**

Frequently Asked Questions on Reverse

## Consent for Information Sharing – Adult Student Frequently Asked Questions

**We ask that students discuss this matter with their parents/guardians so they are fully apprised of this change in status.**

The FAQ's below provide additional information:

**1. Why am I not my child's contact anymore?**

Provincial legislation requires school boards to recognize a student as an adult when they reach the age of 18. This means that the student has responsibility for their own education, attendance, and behaviour. If the student wishes, they may opt to permit their parents/guardians to obtain this information.

**2. What gives the School/Board authority to take parents/guardians off the contact list?**

We are adhering to Government of Ontario legislation (Education Act, Age of Majority Act and Accountability Act, and Municipal Freedom of Information and Protection of Privacy Act).

**3. What if my child wants me to be a contact?**

They need to complete the Consent for Information Sharing – Adult Student form and submit it to their school's office.

**4. How do I become a contact if my child does not grant me permission?**

This is not an option under the provincial legislation. Please speak to your child about having this option provided to you.

**5. If my over 18 child misses an exam/OSSLT/assignment, may I speak to school staff on their behalf?**

Unless the adult student has provided consent for their parents/guardians to speak with the school, the school must discuss the items with the adult student.

**6. I am the adult student and have consented for my parents/guardians to communicate with the school, but now I wish to remove them. How do I do this?**

As the adult student, you can include or remove parents/guardians at any time. A new form must be completed, signed, dated and submitted to the school office for any changes to apply. We ask that the adult student discuss the removal with the parents/guardian so that they are fully apprised beforehand.

*If you have any questions, please contact the school principal and/or the Information and Records Management Specialist, Upper Canada District School Board, 225 Central Avenue, West, Brockville, ON, K6V 5X1 (Telephone 613-342-0371, Ext. 1396)*