

POLICY IHEB – Child Abuse and Neglect
(Attachment ‘A’)



HORIZON SCHOOL DIVISION
REQUEST FOR ACCESS/DISCLOSURE OF INFORMATION

Freedom of Information and Protection of Privacy Act

PUBLIC BODY REQUESTING ACCESS/INFORMATION

Pertaining to _____, in accordance with Section 40(1) (a) of the
(Name of Student)
Freedom of Information and Protection of Privacy Act, the _____
(Name of Public Body)

hereby requests:

Disclosure of Student Information
The information requested may be generally described as:

Access to the student to interview at the school

Permission to take the student away from the school to interview.
Location of interview: _____

Apprehension of the student from the school as per:
 Apprehension Order **OR** Serious and Imminent Danger

Please Provide further details if needed below:

Estimated Parent Contact Time: _____

This information is required by this public body pursuant to:

(Reference to a Federal or Provincial Statute by Section or Description of Purpose)

_____ Name and Title of Requesting Official #1	_____ Office Phone Number	_____ Cellular Phone Number
_____ Signature of Requesting Official #1	_____ Date	<input type="checkbox"/> Photo Identification
_____ Name of Supervisor		
_____ Name and Title of Requesting Official #2	_____ Office Phone Number	_____ Cellular Phone Number
_____ Signature of Requesting Official #2	_____ Date	<input type="checkbox"/> Photo Identification
_____ Name of Supervisor		

**A copy of this page of the document can be given to the requesting official if requested.*

FOR HORIZON SCHOOL DIVISION USE ONLY

- Is this student identified as Special Needs/ESL? Yes No
If yes, was this information shared with the requesting official? Yes No
If no, why not (*please specify below*):

Disclosure of student information as requested is:

N/A Approved Denied Reason if denied (*please specify below*):

- Access to the student to interview at the school as requested is:
 N/A Approved Denied Reason if denied (*please specify below*):

Indicate the time of access (if applicable): _____

School staff present during interview with student: Yes No

If yes, _____
Name of School Staff Member Position of School Staff Member

If yes, please provide a reason why staff present:

- Request to take the student away from the school to interview as requested is:
 N/A Approved Denied (*Please specify below, the reason if denied*):

Indicate the time the student was taken (if applicable): _____

Indicate the time the student was returned to school: _____

- Request to apprehend the student from the school as requested is: N/A Approved
Indicate the time the student was apprehended from the school (if applicable):

Apprehension order document shown: Yes N/A

Additional comments:

Name of Principal or Administrative Designate

Date

Signature of Principal or Administrative Designate

***In accordance with Horizon School Division Policy IO Student Records and Policy JB FOIP , this completed document may qualify for exemption under Section 19 of the Freedom of Information and Protection of Privacy Act.**