



## AP 3120-F1

### **Access to Pupil Information Pupils 18 Years of Age or Older Consent to Disclose Personal Information To Parent/Guardian**

Sample Letter to Parents/Guardians

#### **Consent to Disclose Personal Information**

Dear Parent/Guardian and Grade 12 Students:

As per PSA P250 *Consent of adult pupil* 42.3(3), parents/guardians of students who are 18 years of age or older do not have access to information regarding matters related to their son's/daughter's attendance and marks at school, unless the student signs a release, which enables the sharing of information with the parent/guardian.

During the *insert date* school year your child will be turning 18 years of age. To receive information about your child after s/he turns 18, your child must authorize this on the *Consent to Disclose Personal Information form* attached. Once the release form is signed and turned into the office by the student, the pupil information can be shared with and released to the parent/guardian.

If you have any questions or concerns, please contact me at the school. Thank you for your attention to this matter.

Sincerely,

Insert name of principal  
Principal

**AP 3120-F1 ACCESS TO PUPIL INFORMATION  
PUPILS 18 YEARS OF AGE OR OLDER  
CONSENT TO DISCLOSE PERSONAL INFORMATION  
TO PARENT/GUARDIAN**

Student's Full Legal Name

Date of Birth  /  /   
Year Month Day

☐ I give  permission to release school-related I Information, such as academic progress, attendance records and conduct reports to my parent/guardian.

☐ I do not give  permission to release school-related I Information, such as academic progress, attendance records and conduct reports to my parent/guardian.

**Contact Information for Parent/Guardian**

Name

Address

City/Town  Postal Code

Telephone

Dated this  day of , 20

Student Signature

Witness (18 years or older)

**Note: This release form must be signed on or after the student's 18<sup>th</sup> birthday and returned to the School Administration Office.**