



This form is used to obtain consent from a parent / legal guardian / independent student to email student personal information. This form **must NOT be used for transfer of a student school record** from one school to another or from one school jurisdiction to another.

There are times, like during a health emergency, when a school would like to email a parent / legal guardian / independent student, personal information about the student including the students' Individual Program Plan (IPP) or psychoeducational assessment.

The signature is provided by the parent / legal guardian / independent student (definition on next page).

Student Legal Last Name	Student Legal First Name	CBE ID #
School	Date of Birth (MM/DD/YYYY)	School Year (YYYY-YY)

School Personnel

Certificated school personnel who speaks with and explains to the parent / legal guardian / independent student the risks associated with sending student personal information via email and makes clear that information can be provided in other ways. Your signature indicates that you have discussed with the parent / legal guardian / independent student the nature of the information to be requested.

Name of School Personnel	Signature of School Personnel	Role of School Personnel	Date (MM/DD/YYYY)
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Parent / Legal Guardian / Independent Student Consent

I hereby authorize The Calgary Board of Education, and any duly authorized agent thereof, to email me at the email address on file with the school, the document(s) listed below. If an order has been granted by a court, I have the authority to provide this authorization and I have informed the school personnel named above if any other party's authorization is also required under the order.

I understand the school will password protect the document and the password was shared with me by the school personnel named above.

I understand that there are risks with the school sending student personal information via email. These risks include but are not limited to the email being sent to the wrong person which would mean that someone other than I would have confidential information about my child / me.

I understand that I am not required to give consent as other arrangements can be made for me to receive this/these document/s.

I understand that this consent is in effect for the **current school year only** and that I may revoke this consent at any time by submitting a written revocation document to The Calgary Board of Education school personnel named above.

Name of Document to Email	Name of Document to Email
Name of Document to Email	Name of Document to Email
Name of Document to Email	Name of Document to Email

Specifications/Restrictions regarding the type of information being released

Name of Consenting Person	Signature of Consenting Person	Relationship to Student	Date (MM/DD/YYYY)
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Authorization for Collection of Personal Information

The personal information requested is collected under the authority of the *Education Act*, the *Student Record Regulation* and the *Freedom of Information and Protection of Privacy Act* for the purposes specified above. If you have any questions about this consent form or the collection, use or disclosure of this personal information, please contact the school personnel identified above.

Relationship

The following are the options for relationships:

- Agency Representative
- Babysitter
- Cousin
- DLSA - CBE Diversity & Learning Support Advisor
- Family Friend
- Father
- Foster Parent
- Grandparent
- Group Home Case Worker
- Guardian
- Home Stay Parent
- Interpreter
- Mother
- Other
- Outside School Care
- Parent
- Partner
- Physician
- Probation Officer
- Psychologist
- Relative
- Sibling
- Social Worker
- Sponsor
- Spouse
- Stepparent
- Stepsibling
- System AP, Global Learning
- Unspecified

Definitions

- **“parent” means** the biological parent or, if the student is an adopted child, the adoptive parent; or as per the *Education Act* section 1 subsection (2):
 - (a) subject to subsection (3):
 - (i) the guardian as set out in section 20 of the *Family Law Act*;
 - (ii) the guardian appointed under Part 1, Division 5 of the *Child, Youth and Family Enhancement Act*, if the guardian notifies the board in writing of the guardian’s appointment; or
 - (iii) the guardian appointed under section 22 or 23 of the *Family Law Act*, if the guardian notifies the board in writing of the guardian’s appointment;
 - (b) notwithstanding clause (a), the guardian of a student appointed under a temporary or permanent guardianship order under section 31 or 34 of the *Child, Youth and Family Enhancement Act*, a permanent guardianship agreement under section 11 of the *Child, Youth and Family Enhancement Act* or a private guardianship order under section 56 of the *Child, Youth and Family Enhancement Act*, if the guardian notifies the board in writing of the guardian’s appointment; or
 - (c) notwithstanding clauses (a) and (b), the Minister of Justice and Solicitor General, if the student is in custody under the Corrections Act, the Corrections and Conditional Release Act (Canada) or the Youth Criminal Justice Act (Canada).

Subsection (3): The authority of a guardian to act under this Act is subject to any limitation imposed by law on the authority of the guardian, and where a person claims to be a parent or guardian or claims the existence of any limitation on the authority of a parent or guardian, the onus is on that person to provide proof of the claim.

- **“independent student” means:**
 - (a) students 18 years of age and older; or
 - (b) 16 years or older and:
 - (i) living independently as determined by a board in accordance with section 6 of the *Education Act*; or
 - (ii) a party to an agreement under Section 57.2 of the *Child, Youth and Family Enhancement Act* are considered “independent” under the *Education Act*.