

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



HORIZON SCHOOL DIVISION NO. 67  
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       Photo Identification

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Name and Title of Requesting Official #2      Office Phone Number      Cellular Phone Number

\_\_\_\_\_  
Signature of Requesting Official #2      Date       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.**