



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

REQUEST FOR ACCESS TO RECORDS

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)			
YOUR NAME			
LAST NAME	FIRST NAME	MIDDLE NAME	OPTIONAL <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> MRS. <input type="checkbox"/> MR. <input type="checkbox"/> OTHER : _____
YOUR ADDRESS			
STREET, APARTMENT NO., P.O. BOX, R.R. NO.		CITY / TOWN	PROVINCE / COUNTRY
			POSTAL CODE
YOUR CONTACT INFORMATION			
DAY PHONE NO. ()	ALTERNATE PHONE NO. ()	E-MAIL ADDRESS	
DETAILS OF REQUESTED INFORMATION			
INFORMATION REQUESTED (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.)			PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S), IF KNOWN
ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? (IF SO, PLEASE ATTACH, AS APPROPRIATE: a) THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR b) PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF.)		YES	NO
PREFERRED METHOD OF ACCESS TO RECORDS <input type="checkbox"/> EXAMINE ORIGINAL <input type="checkbox"/> RECEIVE COPY	YOUR SIGNATURE		DATE SIGNED (YYYY MM DD)
FOR SCHOOL DISTRICT USE ONLY			
REQUEST CATEGORY	ACCESS TO <u>G</u> ENERAL INFORMATION	ACCESS TO <u>P</u> ERSONAL INFORMATION	
DATE RECEIVED (YYYY MM DD)		DATE DUE (YYYY MM DD)	
<ul style="list-style-type: none"> • YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING. • BIRTHDATE IS REQUIRED TO VERIFY THE INDIVIDUAL REQUESTING THE INFORMATION. • PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST. 			