EDMONTON PUBLIC SCHOOLS

Access to Information Request Form

The personal information collected on this form will be used to respond to your access to information request. This collection is authorized by section 4 (c) of the *Protection of Privacy Act*. Information collected may be transmitted to and stored on servers outside of Edmonton Public Schools, Alberta and Canada and Edmonton Public Schools cannot guarantee protection against disclosures as a consequence of foreign laws. For questions about the collection of personal information, contact the Access & Privacy Office at Edmonton Public Schools at 780-429-8350 or accessandprivacy@epsb.ca.

See instructions below for completing this form.

About you	Last Name	First Name	
	Name of Company or Organization (if applicable)		
	Mailing Address		
	City/Town/Village	Province	Postal Code
	Telephone Number	Email Address	

About your request	**1. What kind of information do you want to access?**	☐ General information (An initial fee of $25 is required – see instructions for explanation of fees.) ☐ Your own personal information or that of your child(ren). (No initial fee is required for personal information.)
	2. Do you want to:	☐ receive a copy of the record? OR ☐ examine the record?

About the information you want to access	**1.What records do you want to access?**	Please give as much detail as possible. (What school or area where the records may be located.)
	2. What is the time period of the records?	Please give specific dates. (See instructions for details.)
	3. Request Options	Eliminate calendar invites ☐ Yes ☐ No Eliminate draft records ☐ Yes ☐ No Eliminate emails for the sole purpose of organizing a meeting ☐ Yes ☐ No Eliminate records containing third party personal information ☐ Yes ☐ No Eliminate records containing third party business information ☐ Yes ☐ No

Your Signature	Signature	Date

Where to send your request	Send your completed request form, and initial fee if applicable, to the Access & Privacy Office at Edmonton Public Schools. $25 initial fee may be paid online at: https://ca.social-commerce.io/qGtW2i

FOR OFFICE USE ONLY	
Date Received	Request Number
	Comments

Access to Information Request Form (Instructions)

You can access many public body records without making a request under the Access to Information Act. To determine whether you need to make a request under the Act or if you need help completing the form, contact the Access & Privacy Office.

How to make a request
To obtain access to a record, a request must:

- be in writing;
- be submitted to the public body the applicant believes has custody or control of the record;
- provide enough detail to enable the public body to locate and identify the record within a reasonable time with reasonable effort; and
- be accompanied by a fee where a fee is required under this Act.

The public body should respond to the request within 30 business days from receiving the request, unless the time to respond to a request has been extended for additional reasonable purposes.

About you
In this part of the form enter:

- your last name, first name and preferred title, if any;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and contact information so that the public body can contact you about the request;
- an e-mail address, if any, where correspondence may be sent.

About your request
If you need help to find out what records a public body has, contact the Access & Privacy Office.

1. What kind of information do you want to access?
Check general or personal information.
A request for general information is information other than your own personal information (see below). For example, general business of the Division.

- There is an initial fee of $25.00.
- Make the cheque payable to **Edmonton Public School Division**.
- The records are provided when the fee is paid in full.

A request for personal information is recorded information about an identifiable individual. A request for personal information can only be made for your own personal information, or that of your child(ren) or for personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.

Continuing request
You may indicate in a request that the request, if granted, continues to have effect for a specified period of up to 2 years. Contact the Access & Privacy Office if you are making a continuing request.

- The initial fee is $50.00.
- You must pay any additional costs as the information becomes available.

2. Do you want to receive a copy of the record or examine the record? Check the appropriate box indicating whether you want to receive a copy of the record or examine the record.

About the information you want to access
1. What records do you want to access?

- Be as specific as possible in describing the records.
- If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If requesting your own personal information, give:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.
- you may be asked to provide government-issued ID to verify your identity.

If requesting another person's information, give:

- the person's full name;
- any other name that person may have used on the records;
- any identifying numbers for the person, if you know them; and
- proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).

2. What is the time period of the records?
Enter the specific dates or date ranges of the records you want to access (e.g. if you want records for the period January 1, 2023 to August 31, 2024 or you want records from January 2024 to present etc.)

3. Request Options (selecting eliminations).
By eliminating request options from your final record package this may help speed up the processing of your request.

Your signature Sign and date the form.

Where to send your request
Send your completed form, and initial fee if applicable, to the Access & Privacy Office.

Via email: accessandprivacy@epsb.ca

Regular mail to: Access & Privacy Office
1 Kingsway NW
Edmonton AB T5H 4G9