



# STUDENT AND FAMILY ADVOCATE PROGRAM

## Freedom of Information Request

### DID YOU KNOW?

**ADMINISTRATORS AND TEACHERS CAN KEEP PRIVATE RECORDS OF YOUR CHILD AND ENTIRE FAMILY?**

**THAT YOUR CHILD'S STUDENT RECORD IS KEPT ON FILE FOR 55 YEARS IN ONTARIO?**

Any communication and files shared amongst administrative staff, teachers and students regarding your child(ren) has the ability to shape their educational experience and success.

Freedom of Information Request, allows the access of information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This act enables you to access any files on your child and family kept by a public institution.

Freedom of Information Requests allows you access to:

- Emails sent by teachers, or any school board employee about you or your child.
- Documents received or kept at the school on your child.
- Electronically stored files on your child such as videos, recordings etc.



As a parent/guardian it is important that you build the narrative about your child.  
**DO NOT let the school define your children !**

As your child's parent/guardian, you have the right to the following:

1. You have the right to remove any irrelevant or detrimental information that may hinder your child's educational progress and success.
2. You have the right to add to your child's record; This can be any awards, extracurricular achievement certificates, etc.

You can file a Freedom of Information Request by contacting your school board or visiting your school board's website and following the information provided.

If the school board has many files on you or your child, they may charge you a fee to access them. **THIS FEE CAN BE WAIVED.**

You can request it be waived directly by speaking to the privacy officer at your school board, or you can file a complaint with the Information and Privacy Commissioner of Ontario (IPC).

