



ST. JAMES ASSINIBOIA SCHOOL DIVISION

JRA-E-2

LL#228171

EDUCATIONAL SUPPORT SERVICES

1 Braintree Crescent

Winnipeg, Manitoba, R3J 1C7

Phone No. (204) 885-1334 Fax No. (204) 885-7594

AUTHORIZATION TO EXCHANGE INFORMATION

I request that Educational Support Services, St. James-Assiniboia School Division,

exchange information concerning my child _____

born _____, attending _____ School

with the following professionals and/or agencies:

(Please list all contact information including name, address and phone/fax number. Please indicate with a check mark in the box beside the numbered line(s) below if a written request for information needs to be sent by Educational Support Services to the Professional/Agency listed below. If no Professional/Agency is checked off, this form will be filed in the student's master file and no written request will be sent.)

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____
- ☐ 4. _____
- ☐ 5. _____

PLEASE NOTE: That if Child Guidance Clinic (CGC) files are being requested, the clinical records from CGC will be forwarded to Educational Support Services (ESS) in order for the school division to make copies of all relevant information. I understand that this file will be returned to CGC within two (2) months.

All information is to be requested by Educational Support Services only. Received information will be copied and sent to the school to be kept in clinical file. Master copy is kept in clinical file at Educational Support Services.

Witness Signature

Parent/Guardian Name – Please print

Date

Parent/Guardian Signature **OR** student if
over 18 years of age

Submitted by: *Name of Clinician or
School Staff*

This personal information is collected under the authority of the Public Schools Act and the Freedom of Information and Protection of Privacy Act (FIPPA), and will be used for the purpose of maintaining student records. If you have any questions about the collection contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, 204-888-7951.