

FOIP Registration and Participation Form - Guidelines

The following guidelines address the validity of consent, the failure to provide consent, and the retention period of the *FOIP Registration and Participation Form*. There are also situations where additional consent or notice should be provided to the parent or legal guardian even though consent has already been provided. It is essential that administrators, teachers, parents, guardians, and students understand how their consent can affect school activities. If concerns or questions arise, the principal should contact the FOIP Coordinator.

Consent Validity

- The signature and date must be completed on each form for it to be valid. The signature **MUST** be that of the parent, legal guardian, student over the age of 18, or independent student as defined by the *School Act*.
- The consent shall be signed at the initial registration of the student in the District and renewed at all “transition” points thereafter (grade 4, 7 and 10).
- Any change that the parent, guardian, or student wishes to make to their consent must be in writing and addressed to the principal of the school. **The school MUST attach any amendment to the original consent form and update SASI immediately.**

Failure to Return Consent Form or Provide Consent

- If the form is not returned or returned unsigned, it is implied that consent has not been provided. Without consent, the student may be excluded from activities listed in the form.
- If there is a failure to provide consent in any fashion, schools should encourage the parent, guardian, or student to discuss concerns or questions with the principal or the FOIP Coordinator in order to seek clarification.

Retention of the Consent Form

- Forms are to be retained in a secured, central location at the school. **DO NOT keep the form in individual student records.**
- **SASI must be updated annually to reflect consent or lack thereof. Consent amendments must be entered into SASI immediately upon receipt.**
- **Forms are to be kept for ten years** after June 30th of the period for which they are valid. Example: A *FOIP Registration and Participation Form* valid until 2006-2007 school year is kept until June 30, 2017.

Circumstances requiring Additional Consent or Notice

- The *FOIP Registration and Participation Form* may not cover every collection, use, or disclosure of personal information. Please review the form to ensure that activities within your school are listed. If a unique situation arises, more specific consent may be required and must be obtained prior to the collection, use or disclosure of personal information.
- In circumstances where consent has been provided by the parent or legal guardian for the collection, use and disclosure of personal information by an outside media, administrators may also wish to notify or advise the parent or legal guardian of specific topics or circumstances at their own discretion.