



VANCOUVER BOARD OF EDUCATION

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT ACCESS TO RECORDS REQUEST FORM

(You may make a request for access to records without using this form, provided you do so in writing.)

COMPLETION: To ensure legibility, please complete (type) on-line then print. Sign the printed copy and submit to the department and address listed below.

YOUR CONTACT INFORMATION			
LAST NAME		FIRST NAME	
ADDRESS <i>(Please provide your address only if you require communications to be mailed)</i>			
PHONE NUMBER	ALTERNATE PHONE NO.	EMAIL	
DETAILS OF REQUESTED INFORMATION			
INFORMATION REQUESTED Please describe the records you are requesting and be as specific as possible. You may attach a separate sheet if necessary.		Please specify any reference or file number(s), if known	
ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach either (A) That person's signed consent for disclosure or (B) Proof of authority to act on that person's behalf.			
ACCESS PREFERENCE: In support of a greener and more sustainable school district, we try to respond to all FOI requests digitally. <input type="checkbox"/> Email (pdf) <input type="checkbox"/> Receive by mail <input type="checkbox"/> Pick up copy at VSB			
YOUR SIGNATURE		YEAR	MONTH
SUBMITTING YOUR REQUEST			
Requests may be subject to charges.			
By Email: foipop@vsb.bc.ca		By Post or Hand Delivery: Vancouver Board of Education c/o Risk Management and Privacy Compliance 1580 West Broadway Vancouver, BC V6J 5K8	

If you have any questions, please contact us at foipop@vsb.bc.ca.

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.