

## Freedom of Information (FOI) Access to Records Request Form

Please complete this form if you wish to make a request for records in accordance with BC's *Freedom of Information and Protection of Privacy Act* ("FIPPA"). Once complete, submit a copy per the instructions provided at the bottom of the page. You may also submit a request without using this form, provided the request is in writing.

<b>Applicant Contact Information</b>	
The personal information provided in this form is collected and used by the Vancouver School Board ("VSB") in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act ("FIPPA") for the purpose of responding to your request. Should you have any questions please contact <a href="mailto:foipop@vsb.bc.ca">foipop@vsb.bc.ca</a> .	
Last Name:	First Name/ Preferred Name:
Email Address:	Preferred Phone Number:
<b>Requested Records Details</b>	
Please describe the records you are requesting and be as specific as possible about them: (a) in what department(s) and, if known, with which staff member(s) do you believe the records are held, (b) provide the reasonable date range within which the records may have been created, and (c) provide any relevant key words that could aid VSB staff in their searches.	
<b>Note:</b> if you are requesting another person's personal information you must provide either (a) the person's signed consent for disclosure, or (b) proof of your authority to act on that person's behalf in accordance with section 5(1)(b) of FIPPA. To streamline your request, please attach the relevant document(s) to this form.	
<b>Applicant Signature</b>	
<div style="border-bottom: 1px solid black; width: 100%; height: 20px;"></div>	Date (YYYY/MM/DD)

Requests may be submitted by email to [foipop@vsb.bc.ca](mailto:foipop@vsb.bc.ca) (preferred). Alternatively, you may also submit your request by post or hand delivery to the following mailing address:

Vancouver Board of Education  
 c/o Risk Management and Privacy Compliance  
 1580 W Broadway, Vancouver, BC V6J 5K8

Please note that there may be a fee associated with your request in accordance with section 75(1)(b) of FIPPA. A VSB staff member will be in touch with additional details should this is the case.

Finally, unless specified otherwise, responsive records will be provided to applicants by email. Should you wish to make alternative arrangements, please contact [foipop@vsb.bc.ca](mailto:foipop@vsb.bc.ca)