

ADMINISTRATIVE PROCEDURE

STUDENTS

INDEPENDENT STUDENTS

STU #28

Revised: May 2025

Background

In Christ The Redeemer (CTR) Catholic Schools, our Catholic faith informs and guides our practices, fostering respect, dignity, and collaboration within our school communities. The Education Act of Alberta recognizes that students aged 18 or older, or those deemed independent under the Act, hold full responsibility for their educational records and decisions. To honor the dignity and autonomy of these students while maintaining effective communication with families, CTR requires explicit written consent from independent students to share educational information with parents or guardians.

This administrative procedure provides a clear process to manage the transition to independent student status and ensure compliance with Alberta's privacy legislation while reflecting our commitment to Catholic values.

Procedures

1. Application
 - 1.1. This administrative procedure applies to:
 - 1.1.1. All students recognized as independent under the Education Act or who reach the age of 18.
 - 1.1.2. Parents or guardians who seek access to educational information after a student becomes independent.
 - 1.1.3. School administrators and staff managing communication and records for independent students.
 - 1.2. Independent student status will be recognized upon:
 - 1.2.1. A student reaching the age of 18.
 - 1.2.2. The receipt of a written request from a student aged 16 or older to be declared independent, with supporting documentation as required by the Education Act.
2. Communication with Independent Students
 - 2.1. All official correspondence, including report cards, attendance records, and other school-related communications, shall be directed to the independent student unless consent is provided as outlined below.
 - 2.2. Upon obtaining independent student status, students will be informed of their rights and responsibilities regarding educational information and privacy.
 - 2.3. Schools shall provide independent students with the Independent Student Information Sharing Consent Form to facilitate communication with parents or guardians if desired.
3. Consent for Sharing Information
 - 3.1. An independent student may authorize the sharing of their educational information with parents or guardians by completing the Independent Student Information Sharing Consent Form.

- 3.2. The completed consent form must:
 - 3.2.1. Specify that they wish to share information.
 - 3.2.2. Identify the individuals authorized to receive the information.
 - 3.2.3. Include the student's signature and date.
- 3.3. Consent may be revoked or amended at any time by submitting a written request to the school principal.
4. Records Management
 - 4.1. The independent student's written consent forms shall be securely stored in their student record file in accordance with CTR's records management procedures.
 - 4.2. Staff shall ensure that only authorized individuals have access to the independent student's information as per the provided consent.
5. Confidentiality
 - 5.1. All staff members must uphold the confidentiality of independent student records and communications, ensuring compliance with privacy legislation and CTR's policies.
 - 5.2. Any breach of confidentiality shall be reported immediately to the school principal and addressed according to division policies.

Appendix A: Independent Student Information Sharing Consent Form

Student Information

School: _____ Grade: _____

Student's Last Name: _____ Student's First Name: _____

In accordance with the Freedom of Information and Protection of Privacy Act, a student who has reached the age of 18 must grant consent for a school authority to exchange information with parent(s)/guardian(s). This information includes: 1. Attendance records 2. Student behavior matters 3. Academic progress reports 4. Report cards 5. School fee invoices (if applicable) 6. Graduation fee invoices 7. Graduation ceremony participation 8. Scholarship eligibility and completion 9. Career planning documents 10. Student records on file at the school/division

Student Authorization

I hereby authorize that the parent(s)/guardian(s) listed below may request and receive information pertaining to the topics listed above from the administration and staff of the school stated above.

Parent Contact #1

Parent Contact #2

Name: _____

Name: _____

Parent/Guardian Contact(s) above may remain as emergency contacts? _____

If no, please enter an alternate emergency contact name here: _____

Additional emergency contact name (not mandatory): _____

Student Signature: _____ Date: _____