

Authorization for Guidance Counsellors to Access Student Information on the Student Data System for students not enrolled in the school

Please Print

STUDENT INFORMATION									
Birthdate Day Month Year							Learning ID 		
Last Name 									
First Name 					Middle Name 				
Former Name(s) 					Last School Attended 				
CONSENT INFORMATION									
Permission is granted to the institution identified below to access my academic record in the Student Data System for the purpose of:									
<input type="checkbox"/> academic advising for the Adult 12 program <input type="checkbox"/> academic advising for the GED program <input type="checkbox"/> academic advising for upgrading high school courses <input type="checkbox"/> academic advising for a post-secondary program <input type="checkbox"/> other reason (explain briefly) <input type="checkbox"/> academic advising for the ABE 10 program									
Explanation: 									
School/Institution Name 									
This authorization will expire as of:			Day	Month	Year		Student/Parent/Guardian Initials 		

Day	Month	Year

Day	Month	Year

Student or parent/guardian name (if student is under 18 years of age and not present)
(Please Print)

Signature (electronic signature acceptable)
(I acknowledge that in accordance with *The Electronic Information and Documents Act, 2000*, my electronic signature has the same effect as a signature.)

Guidance Counsellor name (Please Print)

Signature (electronic signature acceptable)
(I acknowledge that in accordance with *The Electronic Information and Documents Act, 2000*, my electronic signature has the same effect as a signature.)

If consent cannot be obtained, please contact *Student and Educator Services* at student.records@gov.sk.ca before accessing the student's information.

This form must be kept on file at the school for a minimum of five years in a secure but accessible location in the event of an audit.

School users with the role of Guidance Counsellor have the following restrictions:

- Can print a profile for anyone 13 to 21 years old but if not enrolled will receive the pop-up for approval.
- Cannot print a profile for anyone under 13 years old unless they are enrolled in their school and they have marks.
- Cannot print a profile for anyone over the age of 22 unless they are enrolled in their school.

Post-Secondary users with the role of Post-Secondary Guidance Counsellor have the following restrictions:

- Can print a profile for anyone 18 years and over who has not graduated but if not enrolled will receive the pop-up for approval.
- Cannot print a profile for anyone who has graduated unless they are enrolled in their organization.
- Cannot print a profile for anyone who is under the age of 18 unless they are enrolled in their organization.