

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							Learning ID			
Day	Month	Year								
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 upgrading high school courses <input type="checkbox"/> other reason (explain briefly)					<input type="checkbox"/> academic advising for the GED program <input type="checkbox"/> academic advising for a post-secondary program <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				

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.)

Day	Month	Year

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.)

Day	Month	Year

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.