



AP 3120-F1

**Access to Pupil Information  
Pupils 18 Years of Age or Older  
Consent to Disclose Personal Information  
To Parent/Guardian**

Sample Letter to Parents/Guardians

**Consent to Disclose Personal Information**

Dear Parent/Guardian and Grade 12 Students:

As per PSA P250 *Consent of adult pupil* 42.3(3), parents/guardians of students who are 18 years of age or older do not have access to information regarding matters attendance and marks at school, unless the student signs a release, which enables the sharing of information with the parent/guardian.

During the *insert date* school year your child will be turning 18 years of age. To receive information about your child after s/he turns 18, your child must authorize this on the *Consent to Disclose Personal Information form* attached. Once the release form is signed and turned into the office by the student, the pupil information can be shared with and released to the parent/guardian.

If you have any questions or concerns, please contact me at the school. Thank you for your attention to this matter.

Sincerely,

Insert name of principal  
Principal

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