



Access to Information Request Form

The personal information collected on this form will be used to respond to your access to information request. This collection is authorized by section 4 (c) of the *Protection of Privacy Act*. For questions about the collection of personal information, contact Legal Services, at The Calgary Board of Education, Education Centre Building, 1221-8 St. S.W., Calgary, AB, T2R 0L4, ATIP@cbe.ab.ca, or telephone 403-817-7899. See instructions below for completing this form.

APPLICANT INFORMATION

Last Name:	_____	First Name:	_____
Name of Company or Organization (if applicable):	_____		
Mailing Address:(Street/ Apt. No./ PO Box/ RR No):	s _____		
City / Town / Village:	_____	Province:	_____
		Postal Code:	_____
Phone Number (Day):	_____	Phone Number (Evening):	_____
Email Address:	_____		

REQUESTED INFORMATION

1. What kind of request are you making? <input type="checkbox"/> General information – One Time request – An initial fee of \$25 is required. (See instructions for explanation of fees.) <input type="checkbox"/> General information – Continuing request – An initial fee of \$50 is required. (See instructions for explanation of fees.) <input type="checkbox"/> Your own personal information. (No initial fee is required for personal information.) <input type="checkbox"/> Correction of personal information. (No fee required.)
2. What do you want to do? <input type="checkbox"/> Receive a copy of the record, or <input type="checkbox"/> Examine the record.
3. What records do you want to access? Please give as much detail as possible. Attach another page if you need more space. (If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person.)
4. What is the time period of the records? Please give specific dates. (See instructions for details.)

AUTHORIZATION

Your Signature: _____	Date Signed:(Mon, DD, YYYY) _____
-----------------------	-----------------------------------

LEGAL SERVICES USE ONLY			
Date Received: (YYYY-MM-DD)	_____	Request Number:	_____
Comments:	_____		

How to Complete the Form

You can access many public body records without making a request under the *Access to Information Act*. To determine whether you need to make a request under the Act, if you need help to find out what records The Calgary Board of Education has, or if you need help completing the form, contact Legal Services at ATIP@cbe.ab.ca or 403-817-7899.

Applicant Information

Enter your legal last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime and alternate telephone numbers. If you have an email address where you can be contacted, enter it in the space provided. The Calgary Board of Education may need to contact you if they have any questions about your request.

Requested Information

1. What kind of request are you making? Indicate whether you are requesting general or personal information. Indicate whether you are making a One Time or Continuing request. Check the appropriate box.
 - **Personal Information** is your personal information or the personal information of an individual you are entitled to represent.
 - **General Information** is information other than personal information. For example, it would include information about a third party.
 - **Continuing Request** is a request that continues to have effect for a specified period of up to 2 years. The initial fee is \$50.00. You must pay any additional costs as the information becomes available.
2. What do you want to do? Do you want to receive a copy of the record or examine the record? Check the appropriate box.
3. What records do you want to access? Please be as specific as possible in describing the information you are requesting. The more specific your request, the quicker and more accurately it can be answered. If you need more space, continue your description on a separate sheet of paper and attach it to this request form.
 - a | Enter the name of the school and/or the department that you believe has the records.
 - b | If you are requesting your own personal information, give:
 - Your full name and any other names that you have previously used.
 - Any identifying number that relates to the records, such as your employee number, student identification number or other identification number.
 - **Proof of Identity:**
If you are requesting records containing your personal information, proof of your identity is required. Please provide a copy of a government-issued photo ID document with a signature thereon. You have the option of providing this in person.

c | If you are requesting another person's information, give:

- The person's full name and any other name that person may have used.
- Any identifying numbers for the person if you know them.
- **Proof of Legal Authority:**
If you are requesting records containing personal information of another person, you must provide proof that you have the legal authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person.

4. What is the time period of the records? Enter the specific dates or date range of the requested records. For example, if you are requesting records for the period January 1, 2025 to August 31, 2025, enter those dates in the space provided. If you want records from August 2012 to present, enter "August 2012 to date of request."

Authorization

Sign and date the form.

Fees

There is no fee for accessing personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

If you are making a request for general information, there is an initial fee of \$25. You will be provided with an estimate of how much your request will cost before processing begins. There is no additional fee if the total processing cost is \$150 or less. If the total cost of processing your request is more than \$150, you will be asked to pay a 50% deposit of the estimated total cost. The records are provided when the fee is paid in full. If you are making a Continuing request (the same request processed repeatedly at pre-determined time intervals over a period of up to 2 years), you should contact the ATIP Coordinator. The initial fee is \$50 and you must pay any additional costs as the information becomes available.

Payment

Contact Legal Services for payment information. Do not include your credit card information in the mail or fax.

Where to Send Your Request

Send your completed form, proof of identity or legal authority if applicable, and initial fee if applicable, to:

Legal Services
Calgary Board of Education
Education Centre Building
1221 – 8 St. SW, Calgary AB, T2R 0L4
or fax to: 403-777-8028
or email to: ATIP@cbe.ab.ca