



Adult Students and Information Disclosure

Introduction

Upon reaching the age of majority (18 years), students enrolled in Park West School Division are recognized as adults under provincial legislation and the Public Schools Act. This status affects the disclosure of student information and the responsibilities for attendance and academic management.

Legal Framework

Section 42.3(2) of the Manitoba Public Schools Act mandates that the school board must not disclose a pupil's file to the parents or guardians once the student reaches the age of majority unless the student consents in writing. This procedure outlines the process for information sharing, consent, and the responsibilities of adult students and their parents/guardians.

Procedure

1. Notification of Adult Status

- Prior to the student's 18th birthday, the school will contact the parent/guardian informing them of the rights and responsibilities of adult students, including the requirement for written consent to release information to parents or guardians.
- On or before the student's 18th birthday, the local school will provide the student with a formal letter informing them of their rights and responsibilities as an adult student, including the requirement for written consent to release information to parents or guardians.

2. Consent for Information Sharing

- Adult students (18 years or older) have the option to authorize the school to share information related to their attendance, academic progress, and disciplinary matters with their parents/guardians by completing the **Consent for Information Sharing – Adult Student** form.
- This form is available at the school office and must be submitted in writing to the school administration.
- Students may revoke or modify their consent at any time by submitting a new form with updated information.



3. Information Disclosure

- **If Consent is Given:**
 - The local school will share information with parents/guardians as per the student's consent.
- **If Consent is Not Given:**
 - Only the student will receive information regarding attendance, grades, and other academic matters.
 - Students are responsible for communicating academic information to their parents/guardians.

4. Access to Student Records

- Parents/guardians of students under 18 years old have access to the student's pupil file unless restricted by specific conditions under The Public Schools Act.
- Once a student reaches 18 years of age, pupil files will only be disclosed to parents or guardians with the student's written consent or under special legal circumstances (e.g., court orders or orders under The Vulnerable Persons Living with a Mental Disability Act).

5. Responsibilities of Adult Students

- Adult students are deemed responsible for managing their education, attendance, and discipline.
- They must adhere to the school's attendance policies and other regulations despite their adult status.



Consent for Information Sharing – Adult Student
As per Section 42.3(2) of The Public Schools Act (Manitoba)

Student Information

Full Legal Name: _____
Date of Birth (DD/MM/YYYY): _____
School Name: _____
Grade: _____
Phone Number: _____
Email Address (optional): _____

Parent(s)/Guardian(s) Information (*To whom information may be released*)

1. Name: _____
Relationship to Student: _____
Phone: _____ Email (optional): _____
 2. Name: _____
Relationship to Student: _____
Phone: _____ Email (optional): _____
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Consent for Information Sharing

I, the undersigned, hereby give **consent** for Park West School Division and its representatives to disclose the following information to the parent(s)/guardian(s) named above.

- ☐ Attendance
- ☐ Academic progress (grades, assignments, report cards)
- ☐ Disciplinary matters
- ☐ All of the above

I understand that:

- I may **revoke or modify** this consent at any time by submitting a new signed form.
 - Without my consent, my information will **not** be disclosed to my parents/guardians.
 - This consent remains in effect until changed in writing by me or until I cease to be enrolled in the division.
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Student Signature and Declaration

I declare that I am 18 years of age or older and understand the implications of this consent.
I have read and understand the “Adult Students and Information Disclosure” policy.

Signature of Student: _____
Date: _____