

Consent to Release Applicant/Student Information

Frequently Asked Questions (FAQs)

Freedom of Information and Protection of Privacy Act (FIPPA)

The same law that gives parents and students access to and control over a child's educational records during elementary and high school transfers ownership of the records to the student at the college level.

College students are considered responsible adults and are allowed to determine who will have access to information about them and their studies. Under this law, confidential student information cannot be provided to anyone other than the student unless the student has provided written consent to the College (Consent to Release Applicant/Student Information form).

How can I get information about my child's grades, financial information or other student information?

The quickest and easiest way for parents to receive information about their child's grades, financial information, or other student information is for the student to provide it. In many cases, students can look up information online via their WebAdvisor account, print it off, and provide a copy to their parents.

Additionally, students may complete and submit Red River College's Consent to Release Applicant/Student Information form. Recipients listed on the consent form will be provided with access to most information held by the College (exceptions listed on consent form). Please note that this consent form does not pertain to confidential information held in any departments other than Enrolment Services, Continuing Education and Regional Campus offices.

If I'm paying for my child's education why can't I get a copy of their records or T2202A tax receipt?

According to FIPPA and College policy, the College will not release confidential documents to anyone other than the student regardless of who pays the tuition.

Will I be contacted if my child is sick or hurt, or is in academic trouble or facing disciplinary action?

As a general guideline, if the student is able to communicate about the situation it is up to the student to decide whether and how to discuss the issues. The College will not contact parents or provide medical, academic, or disciplinary information without the student's permission. In the case of an extreme emergency, where the student's health is in serious jeopardy, or if there is a concern that the student poses a threat to herself or to someone else, the College will contact the emergency contact previously provided by the student on their application form.

Where can I find out more about FIPPA?

The Government of Manitoba is responsible for overseeing FIPPA. See their website for additional information: www.gov.mb.ca/chc/fippa/index.html.

In-person: Student Service Centres
D101-2055 Notre Dame Avenue
P104-160 Princess Street
Any Regional Campus Office

Mail: Student Service Centre
P104-160 Princess Street Winnipeg MB R3B 1K9

Fax: 204-949-9105

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I _____, student number _____, hereby authorize and consent to the release of any and all information* held by Red River College including my demographic, application and registration, financial account, and grades information contained in, or as a part of, my Red River College education to the following person(s):

Name _____ Relation/Organization _____

Name _____ Relation/Organization _____

Name _____ Relation/Organization _____

Consent expiration date: _____ (mm/dd/yyyy)

If no date is indicated consent will expire three years from the signature date below or when Red River is notified otherwise in writing.

Comments/Special Instructions

*I understand Red River College **will only release** student account usernames and passwords (if available) and Tuition and Education Credit Certificates (T2202A Tax Receipts) to the student.

Signature _____ Date _____ (mm/dd/yyyy)

Program _____ Location/Campus _____

For office use only

Receiver to scan and file to Q drive: Folder>Consent to Release Forms>By Academic Year. Naming convention for filing>Student Last Name, First Name, Colleague ID. Enter FIPPA PERC with end date. Copy and paste document content in Comments field. Forward to appropriate area - Regional, CE and D105/P104 (AO or SRO depending on where student is in Admissions process.)

Receive/Entered by _____ Date _____