

Permission for School Council to Contact Parents Directly

2009-2010 School Year

Dear Parents and Guardians:

School councils are collective associations of parents, teachers, principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate co-operation among all the concerned participants in the local school. (Alberta Education)

School councils are one way that we can all work together in supporting teaching and learning. School councils play an important advisory role to the principal in the successful operation of the school. Information on school council activities and meeting dates are included in the school newsletter.

All parents/guardians of students attending _____ School are considered members of the school council. We invite YOU to become actively involved in the school council!

On January 1, 2004, school councils became subject to the provincial government's new privacy act, the *Personal Information Protection Act (PIPA)*. Therefore, the school council is collecting contact information directly from parents. School councils must obtain **consent** to collect, use or disclose personal information about an individual, unless the Act states it does not need consent and, whenever possible, collect the information directly from the individual. **Information can only be used for the purpose for which it was collected** and an individual may choose to take back his or her consent by contacting the school council chair.

This means that in order for the school council to contact its parent members directly, parents must have consented to providing or provided their contact information directly to the school council.

Members of the school council may need to contact parents directly about such things as:

- notice of meetings, planning of events and/or seeking volunteers for a particular function, including fundraising sponsored by school council;
- seeking input on school matters for the purpose of providing school council advice to the principal; and
- informing parents about, or inviting parents to discuss, matters impacting public education.

If you would like to receive communication and information directly from your school council, please complete the following information and return it to the school. If at any time, you no longer wish to be contacted by the School Council Executive, you can request the school council chair remove your name from the contact list. If you have any questions about collection of your information, please contact the school council chair.

Your contact information will be kept confidential and made available only to members of the School Council Executive for the purposes of communicating with you about school council activities for the 2009-2010 school year.

For the 2009-2010 School Year

As a parent/guardian of a student attending _____ School, I give consent for the school council to contact me for the purposes outlined above.

Name: _____ Signature: _____

Address: _____ Postal Code: _____

Phone: _____ E-mail: _____

I understand that if I no longer wish to be contacted by the School Council Executive, I can request the school council chair to remove my name from the contact list.