



Turtle River School Division - Administrative Procedure

Section D – Student Services

Additional Student Services Forms (Forms Not Attached to a Procedure)

Access to Pupil Information – Students 18 Years of Age or Older

Authorization to Release Information

Behaviour Trigger/Consequences/Reward Chart

Board Informed:	Last Reviewed:	Last Revision:
May 30, 2024		



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Section D – Student Services

Access to Pupil Information

Pupils 18 Years of Age or Older

(Consent to Disclose Personal Information to Parents/Guardians)

Student's Legal Last Name: _____ First Name: _____

Dare of Birth: _____
Year Month Day

☐ I give _____ School permission to release school-related information, such as academic progress, attendance records, and conduct reports, to _____ (my parent(s)/guardian(s)).

☐ I do not give _____ School permission to release school-related information, such as academic progress, attendance records, and conduct reports to my parent(s)/ guardian(s).

Parent/Guardian Name: _____

Parent/Guardian Address: _____

Town: _____ Postal Code: _____

Phone: _____

Student Signature: _____ Date: _____

Witness (18 years or older): _____

This release form must be signed on or after the student's 18th birthday and returned to the school administrative office.

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AUTHORIZATION TO RELEASE INFORMATION

Child's Name: _____ Date of Birth: _____

I _____, parent/guardian give permission for _____ of Turtle River School Division to release relevant information about my child to the services I have designated below. This information may be in writing or be given verbally at meetings.

Please List Name of Agency, Address, Phone Number:

- ☐ Family Doctor or Pediatrician _____
- ☐ Medical Specialist(s) _____
(Child and Adolescent Treatment Centre)
- ☐ Social Worker/Counsellor (CSS, SMD, CFS, Vocational Rehab) _____
- ☐ Consultant / Clinical Services (SLP, Psychology, Deaf-HOH) _____
- ☐ School or School Division _____
- ☐ Justice – (RCMP, Probations) _____
- ☐ Hospital Therapist (SLP, OT, PT) _____
- ☐ Audiologist _____
- ☐ Other (please provide name, address and phone #) _____

Is there anyone that you do not want us to share information with? _____

Parent Signature

Date

Witness Signature

Date

***Unless notified by parent/guardian in writing, this release will remain valid.**

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Behaviour Trigger/Consequences/Reward Chart

Triggers:

- | | |
|--|--|
| <input type="checkbox"/> Tired | <input type="checkbox"/> Frustrated with school work |
| <input type="checkbox"/> Sick | <input type="checkbox"/> Homework not done |
| <input type="checkbox"/> Grumpy/moody | <input type="checkbox"/> Overwhelmed |
| <input type="checkbox"/> Conflict at home | <input type="checkbox"/> Hungry |
| <input type="checkbox"/> Teased or put down | <input type="checkbox"/> Conflict at school |
| <input type="checkbox"/> Conflict on bus | <input type="checkbox"/> Distracted/carried away by peer |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> No medication |
| <input type="checkbox"/> Incident in previous class/playground _____ | |
| <input type="checkbox"/> Unknown/other _____ | |
-

Consequences:

- | | |
|--|---|
| <input type="checkbox"/> Detention | <input type="checkbox"/> Verbal reprimand |
| <input type="checkbox"/> Note in agenda to parent | <input type="checkbox"/> Phone call to parents |
| <input type="checkbox"/> Time out | <input type="checkbox"/> Sent to hallway |
| <input type="checkbox"/> Ignored/no consequence | <input type="checkbox"/> Talk with admin/guidance |
| <input type="checkbox"/> Loss of recess | |
| <input type="checkbox"/> Alternative placement _____ | |
| <input type="checkbox"/> Loss of privileges _____ | |
| <input type="checkbox"/> Other _____ | |
-

Rewards:

- | | |
|--|--|
| <input type="checkbox"/> Free time | <input type="checkbox"/> Computer time |
| <input type="checkbox"/> Positive comment – verbal | <input type="checkbox"/> Physical activity |
| <input type="checkbox"/> Positive comment – agenda | <input type="checkbox"/> Food or treats |
| <input type="checkbox"/> Adult attention | <input type="checkbox"/> “Above and Beyond” coupon |
| <input type="checkbox"/> Positive gesture | <input type="checkbox"/> Peer attention |
| <input type="checkbox"/> Other _____ | |

These represent just a few of the most common (but in no way inclusive).

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