

INSTRUCTIONS FOR PROVIDING RELEASE OF INFORMATION

Algonquin College will not release confidential student information to parents, guardians or other third parties without the express permission of the student.

Students may give consent by accepting the terms/conditions through their <u>Algonquin</u> College Student Information System (ACSIS) account.

Please note that a release of information cannot be completed by someone on behalf of the student. Students must complete the instructions below themselves.

For more information about providing a release of information, please <u>contact the</u> <u>Registrar's Office</u>

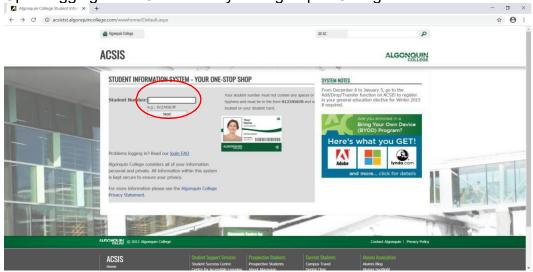
Algonquin College Registrar's Office

1385 Woodroffe Avenue Ottawa, ON K2G 1V8 Local: 613-727-0002

Toll-free: 1-800-565-GRAD (4723)

TTY: 1-866-620-3845

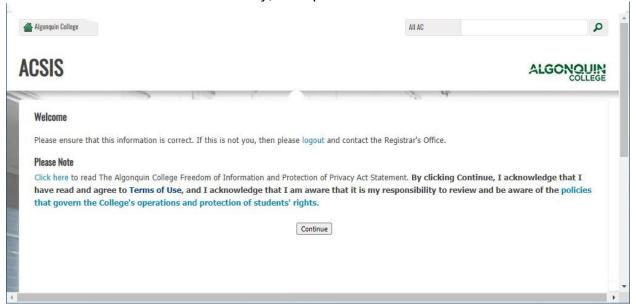
Upon logging into ACSIS enter your Algonquin College student number:



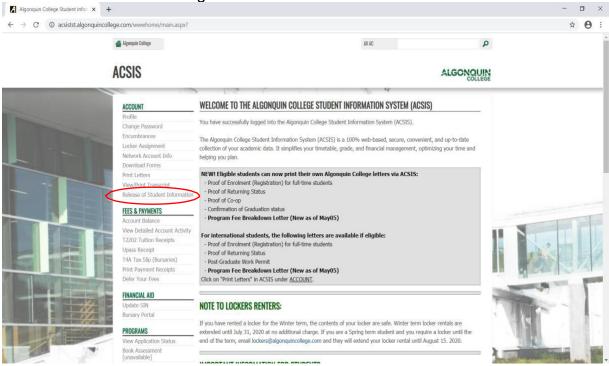
Enter password:



You may view our Algonquin College of Freedom Information and Protection of Privacy Act Statement on the college website as well as the Policy AD02: Freedom of Information and Protection of Privacy, then press continue:



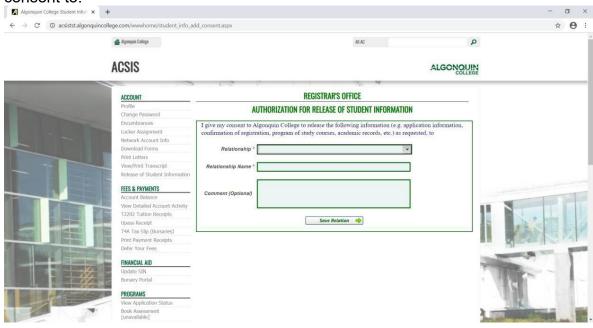
Under the "Account" heading click onto "Release of Student Information":



Agree to the "Confidentiality of Student Records Policy"

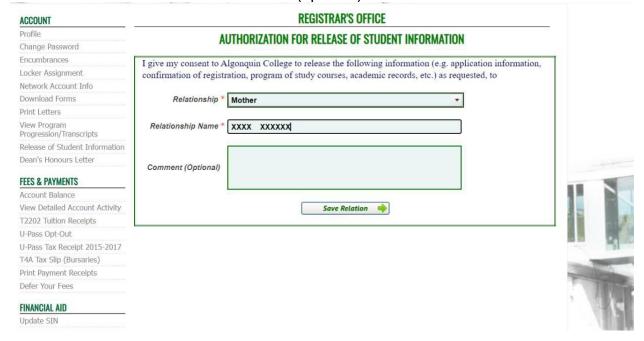


The next screen will prompt you to choose the individuals whom you wish to give consent to:





Enter first and last name and comments (optional):



At any given time, students have the ability to add more names to the list or remove their consents.

