

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 [Algonquin 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 [contact the Registrar's Office](#)

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:

Algonquin College Student Information System (ACSIS) login page. The page title is "STUDENT INFORMATION SYSTEM - YOUR ONE-STOP SHOP". It features a "Student Number" input field with a red circle around it, a "Next" button, and a "Forgot your Student Number?" link. A sample student card is shown. The page also includes a "SYSTEM NOTES" section with a message about the Add/Drop/Transfer function and a "Bring Your Own Device (BYOD) Program" advertisement. The footer contains navigation links for ACSIS Home, Student Support Services, Prospective Students, Current Students, and Alumni Association.

Enter password:

Algonquin College Student Info

acsis.algonquincollege.com/www/home/Default.aspx

Algonquin College

ACSIS

ALGONQUIN COLLEGE

STUDENT INFORMATION SYSTEM - YOUR ONE-STOP SHOP

SYSTEM NOTES

Welcome back. Use the password you set, or use the forgot password option below.
(Note: Remember your password is not your birthday since you changed it.)

Student Number

Password

[Forgot your Password?](#)

Your student number must not contain any spaces or hyphens and must be in the form 012345678 and is located on your Student Card.

Problems logging in? Read our [login FAQ](#)

Algonquin College considers all of your information personal and private. All information within this system is kept secure to ensure your privacy.

For more information please see the Algonquin College [Privacy Statement](#).

Algonquin Centre for Construction Excellence

ALGONQUIN COLLEGE

© 2013 Algonquin College

Contact Algonquin | Privacy Policy

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:

logout and contact the Registrar's Office.' Below this is a 'Please Note' section with a link to the 'The Algonquin College Freedom of Information and Protection of Privacy Act Statement' and a statement: 'By clicking Continue, I acknowledge that I have read and agree to Terms of Use, and I acknowledge that I am aware that it is my responsibility to review and be aware of the policies that govern the College's operations and protection of students' rights.' A 'Continue' button is located at the bottom of the page. The footer includes the Algonquin College logo, copyright information, and links to 'Contact Algonquin' and 'Privacy Policy'."/>

Algonquin College

ACSIS

ALGONQUIN COLLEGE

Welcome

Please ensure that this information is correct. If this is not you, then please [logout](#) and contact the Registrar's Office.

Please Note

[Click here](#) to read The Algonquin College Freedom of Information and Protection of Privacy Act Statement. By clicking Continue, I acknowledge that I have read and agree to [Terms of Use](#), and I acknowledge that I am aware that it is my responsibility to review and be aware of the [policies](#) that govern the College's operations and protection of students' rights.

ALGONQUIN COLLEGE

© 2013 Algonquin College

Contact Algonquin | Privacy Policy

Under the “Account” heading click onto “Release of Student Information”:

Algonquin College Student Information System (ACSIS)

WELCOME TO THE ALGONQUIN COLLEGE STUDENT INFORMATION SYSTEM (ACSIS)

You have successfully logged into the Algonquin College Student Information System (ACSIS).

The Algonquin College Student Information System (ACSIS) is a 100% web-based, secure, convenient, and up-to-date collection of your academic data. It simplifies your timetable, grade, and financial management, optimizing your time and helping you plan.

NEW! Eligible students can now print their own Algonquin College letters via ACSIS:

- Proof of Enrolment (Registration) for full-time students
- Proof of Returning Status
- Proof of Co-op
- Confirmation of Graduation status
- **Program Fee Breakdown Letter (New as of May05)**

For international students, the following letters are available if eligible:

- Proof of Enrolment (Registration) for full-time students
- Proof of Returning Status
- Post-Graduate Work Permit
- **Program Fee Breakdown Letter (New as of May05)**

Click on "Print Letters" in ACSIS under ACCOUNT.

NOTE TO LOCKERS RENTERS:

If you have rented a locker for the Winter term, the contents of your locker are safe. Winter term locker rentals are extended until July 31, 2020 at no additional charge. If you are a Spring term student and you require a locker until the end of the term, email lockers@algonquincollege.com and they will extend your locker rental until August 15, 2020.

Agree to the “Confidentiality of Student Records Policy”

REGISTRAR'S OFFICE
AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

Algonquin College abides by the Confidentiality of Student Records policy, which protects the privacy of personal information held on student records. This policy is supported by the Freedom of Information and Protection of Privacy Act, which came into effect January 1, 1989.

In compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College cannot release student information without the written authorization of the student. Completion of this form authorizes the release of information as specified by you.

I am aware that this authorization is valid for a period of time commencing today and terminating one year after my graduation or after discontinuance of studies at the College. I will inform the Registrar's Office in writing should I decide to withdraw my consent at an earlier date.

To formalize compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College requires that you read the statement below. The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6.

The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Students' Association of Algonquin College for the purposes of the activities of the Association or to establish qualifications for benefits such as drug plan cards, OC Trausupo passes, Alumni Association or for the Key Performance Indicators Survey.

The College publishes the names of students who graduate and/or achieve academic excellence. For questions related to this policy, please contact the Registrar, 1385 Woodroffe Avenue, Ottawa, ON, K2G 1V8 or (613) 727-4723.

Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database.

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

The screenshot shows a web browser window with the URL acsistst.algonquincollege.com/www/home/student_info_add_consent.aspx. The page features a sidebar menu on the left with categories: ACCOUNT, FEES & PAYMENTS, FINANCIAL AID, and PROGRAMS. The main content area is titled 'REGISTRAR'S OFFICE' and 'AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION'. It contains a consent statement and three input fields: 'Relationship' (a dropdown menu), 'Relationship Name' (a text box), and 'Comment (Optional)' (a larger text box). A 'Save Relation' button is at the bottom.

ACCOUNT

- Profile
- Change Password
- Encumbrances
- Locker Assignment
- Network Account Info
- Download Forms
- Print Letters
- View/Print Transcript
- Release of Student Information

FEES & PAYMENTS

- Account Balance
- View Detailed Account Activity
- T2202 Tuition Receipts
- Upass Receipt
- T4A Tax Slip (Bursaries)
- Print Payment Receipts
- Defer Your Fees

FINANCIAL AID

- Update SIN
- Bursary Portal

PROGRAMS

- View Application Status
- Book Assessment [unavailable]

REGISTRAR'S OFFICE

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

I give my consent to Algonquin College to release the following information (e.g. application information, confirmation of registration, program of study courses, academic records, etc.) as requested, to

Relationship *

Relationship Name *

Comment (Optional)

Save Relation

This screenshot is similar to the previous one but shows the 'Relationship' dropdown menu open, displaying a list of options. The 'Relationship Name' and 'Comment (Optional)' fields are also visible.

ACCOUNT

- Profile
- Change Password
- Encumbrances
- Locker Assignment
- Network Account Info
- Download Forms
- Print Letters
- View Program Progression/Transcripts
- Release of Student Information
- Dean's Honours Letter

FEES & PAYMENTS

- Account Balance
- View Detailed Account Activity
- T2202 Tuition Receipts
- U-Pass Opt-Out
- U-Pass Tax Receipt 2015-2017
- T4A Tax Slip (Bursaries)
- Print Payment Receipts
- Defer Your Fees

FINANCIAL AID

- Update SIN

REGISTRAR'S OFFICE

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

I give my consent to Algonquin College to release the following information (e.g. application information, confirmation of registration, program of study courses, academic records, etc.) as requested, to

Relationship *

Relationship Name *

Comment (Optional)

Relationship

- Agency/Organization
- Mother
- Father
- General/Other
- Parents
- Spouse
- Sister
- Brother
- Appeal Committee

Enter first and last name and comments (optional):

ACCOUNT

Profile
Change Password
Encumbrances
Locker Assignment
Network Account Info
Download Forms
Print Letters
View Program Progression/Transcripts
Release of Student Information
Dean's Honours Letter

FEES & PAYMENTS

Account Balance
View Detailed Account Activity
T2202 Tuition Receipts
U-Pass Opt-Out
U-Pass Tax Receipt 2015-2017
T4A Tax Slip (Bursaries)
Print Payment Receipts
Defer Your Fees

FINANCIAL AID

Update SIN

REGISTRAR'S OFFICE

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

I give my consent to Algonquin College to release the following information (e.g. application information, confirmation of registration, program of study courses, academic records, etc.) as requested, to

Relationship *

Relationship Name *

Comment (Optional)

[Save Relation](#) ➔

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

ACCOUNT

Profile
Change Password
Encumbrances
Locker Assignment
Network Account Info
Download Forms
Print Letters
View Program Progression/Transcripts
Release of Student Information
Dean's Honours Letter

FEES & PAYMENTS

Account Balance
View Detailed Account Activity
T2202 Tuition Receipts
U-Pass Opt-Out
U-Pass Tax Receipt 2015-2017
T4A Tax Slip (Bursaries)
Print Payment Receipts
Defer Your Fees

REGISTRAR'S OFFICE

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

| Release Date Started on | Relationship | Relationship_Name | Comment | |
|-------------------------|--------------|-------------------|---------|---|
| 10-Nov-2022 | Mother | XXXX XXXXXX | |  |

[Exit Screen](#) ➔

[Add Another Relation](#) ➔