

Sample Notification: Student Approaching Age of Majority

Subject: Important Information About Your Student Records and Privacy Rights

Dear [Student Name],

As you approach your 18th birthday, you will legally become an adult under Ontario law. This means you will gain full control over your personal information and educational records with the Durham District School Board (DDSB).

What Changes?

Under the **Education Act**, **MFIPPA**, and the **Age of Majority and Accountability Act**, when a student turns 18:

- They have full control over access to their Ontario Student Record (OSR) and all other school information.
- The school cannot share academic, attendance, or other records with parents/guardians unless the student provides written consent.

What Do You Need to Do?

If you would like your parent(s) or guardian(s) to continue receiving updates or accessing your records, please complete the attached **Consent for Information Sharing** form, Appendix C.

Once completed, return the signed form to your school's Guidance Services department.

This form is entirely voluntary. You may withdraw your consent at any time by submitting an updated version.

If you have any questions, please contact the school office or your guidance counsellor.

Sincerely,

[Principal Name]

Principal, [School Name]