



# Freedom of Information Request Form

under the Municipal Freedom of Information and Protection of Privacy Act

**A \$5.00 application fee and a separate form is required for each request.**  
Payment can be made by cash, cheque or e-transfer (foipayments@tvdsb.ca).

Date: \_\_\_\_\_

**Requester's Contact Information:**

Prefix: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Request for:**

- Access to General Records
- Access to Personal Information
- Correction to Personal Information

Provide a detailed description and date range of requested records, personal information, or personal information to be corrected (if you are requesting access to, or correction of, your personal information, please identify the personal information bank or record containing the personal information, if known).

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**Note:** If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made, and you may require that a statement of disagreement be attached to your personal information.

**Signature:** \_\_\_\_\_

**Send form to:** Thames Valley District School Board  
1250 Dundas Street, London, ON N5W 5P2  
Attention: Board Services

**Email:** foi@tvdsb.ca

For Office Use Only		
Date Received:	Request Number:	Comments

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and/or Privacy Coordinator at the institution where the request is made.