



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).

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

Use the space below to 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).

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: _____ **Date:** _____

Send form to: Thames Valley District School Board
1250 Dundas Street, London, ON N5W 5P2
Attention: Freedom of Information

Email: foi@tvdsb.ca

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used solely to process your request. Questions about this collection can be directed to the Freedom of Information Coordinator at foi@tvdsb.ca or 519-452-2000 ext. 20882.