



Release and Exchange of Information

McHugh Education Centre
437 Donald Street
Ottawa, Ontario K1K 1L8
(T) 613-747-6885
(F) 613-747-0258

Ottawa Catholic School Board
570 West Hunt Club Road
Ottawa, Ontario K2G 3R4

I hereby request and authorize representatives from:

(School and District) _____

to release and exchange educational information (verbally, in writing, or through other means) concerning:

Name _____

Address _____

Date of birth _____ Age: _____

with teachers and administrators at the McHugh Education Centre, 437 Donald Street in Ottawa for the purpose of education planning and implementation of teaching strategies designed to address the needs of the student. This can include, but is not limited to course work, report cards, credit counselling summaries, transcripts, psycho-educational reports and IEPs.

Name (Parent/guardian/student 18 years of age and older)

Signature _____

Date _____