# REQUEST FOR ACCESS TO RECORDS

Date: {{current\_date}}

To:

Family and Children's Services

{{agency\_address}}

{{agency\_city}}, {{agency\_province}} {{agency\_postal\_code}}

From:

{{parent\_name}}

{{parent\_address}}

{{parent\_city}}, {{parent\_province}} {{parent\_postal\_code}}

Reference: {{case\_reference}}

Regarding: {{child\_name}}, born {{child\_dob}}

Dear Sir/Madam,

I am writing to formally request access to all records and documents pertaining to my child, {child\_name}, in accordance with the Child and Family Services Act and the Access to Information and Protection of Privacy Act (ATIPP).

I am specifically requesting the following records:

1. All assessment and investigation reports

2. All service plans or plans of care

3. All visit reports and case notes

4. All medical and psychological reports

5. Transcripts of interviews with my child

6. All court reports and judicial decisions

7. Any correspondence regarding my child

8. {{additional\_records}}

Time period covered: {{timeframe}}

This request is made pursuant to my right of access to information as a parent, as defined by law. I understand that certain information may be redacted to protect third-party confidentiality, as provided for in the Access to Information and Protection of Privacy Act (ATIPP).

I request that these records be provided to me in {{format\_requested}} form (paper copies or electronic format).

## AUTHORIZATION:

I, {{parent\_name}}, authorize the release of the above-mentioned records concerning {{child\_name}}.

In accordance with the statutory requirements, I expect a response to this request within 30 days of receipt.

Thank you for your attention to this request. Please do not hesitate to contact me if you require any additional information to process this request.

Sincerely,

{{parent\_name}}

Phone: {{parent\_phone}}

Email: {{parent\_email}}