



Department of Education

September 26, 2023

Applicant c/o
Access and Privacy Officer
Corporate Information Management, ATIPP Office

Final Response ATIPP Access Request 23-208

The Department of Education has searched St. Francis of Assisi Catholic Secondary School and F.H. Collins Secondary School and has identified records responsive to Access Request 23-208 noted below:

Staff teaching schedules by teaching period or block for the 2022-23 and 2023-24 school years, including subject, grade and preparation time periods for all teachers. This is for the following schools: F.H. Collins Secondary School and Saint Francis of Assisi Catholic Secondary School. Thank you. Timeframe: May 1, 2023 - August 7, 2023.

ADDITIONAL INFORMATION:

Question from Dept: Can you please confirm with the applicant that this is what they are looking for:

- *Staff teaching schedules by teaching period or block for the 2022-23 school years, including subject, grade, and preparation time periods for all teachers.*
- *Staff teaching schedules by teaching period or block for the 2023-24 school years, including subject, grade, and preparation time periods for all teachers.*

Also, can you ask the applicant if this (Timeframe: May 1, 2023 - August 7, 2023) is accurate or can we leave it out as we know the school years they are looking for?

Response from App:

The request is correct for the following schools: SFA and FHC

The timeframe can be left out as it is the school years that I am looking for - both semesters where applicable.

Decision

The Head of the Department of Education has approved the following response to this request:

Access Granted in Full

Final Costs

There is no charge to the applicant.

Right to Complain

Pursuant to section 66 of the *Access to Information and Protection of Privacy Act* you may contact Yukon's Information and Privacy Commissioner with a complaint in respect to this response. Section 66 states:

An applicant may, in respect of the head of a responsive public body's response to their access request under section 64, make a complaint to the commissioner by filing the complaint in accordance with section 90.

Should you wish to do so, please refer your written complaint within 30 business days to the Information and Privacy Commissioner at:

Yukon Information and Privacy Commissioner
3162 Third Avenue, Main Floor, Whitehorse, Yukon Y1A 1G3
E-mail: intake@yukonombudsman.ca
Phone: (867) 667-8468; (toll free: 1-800-661-0408 ext. 8468)

Contact Person in Department

If the applicant has any questions, please contact the Designated Access Officer for Department of Education at edu.atipp@yukon.ca.