

March 9, 2020

## **Day School Access to Information Request**

Note: You **do not** have to include a class list with your Day School Claim Form. You **do not** have to provide any proof of attendance in order to submit a claim. However, you may wish to submit an access to information request if you are unsure if an individual attended a day school or if you think that the Canadian government might have information relevant to your claim.

No fee for requests for personal information.

Institutions have 30 days to respond to your request, at least with an update.

### **Request for yourself**

- Need to attach copy of ID that shows proof of your Canadian citizenship or permanent residency (e.g. passport, status card, birth certificate)

### **Request for someone who has been deceased for less than 20 years**

- Need to attach copy of ID that shows proof of the individual's Canadian citizenship or permanent residency AND proof of your status as executor (administrator of estate)

### **Steps to Submit Online:**

1. Go to <https://atip-aiprp.tbs-sct.gc.ca/en/Home/Welcome>
2. Click on "Proceed to ATIP online request"
3. Select on whose behalf you are making the request (e.g. yourself)
4. Validate your email or create an account
5. Select the institution

It is recommended that you make the request to **both** Crown-Indigenous Relations (CIRNA) and Indigenous Services Canada (ISC).

It appears that you can only select one institution at a time so you may have to make two separate requests.

6. Follow the instructions, including filling in the description of your request. Be as specific as you can.

Example - I am requesting any information regarding my attendance at the Mount Elgin Indian Day School from 1960-1965. This information could include (but is not limited to) documents like the class list or medical records.

Example – I am requesting any information regarding my mother's attendance at an Indian Day School, including a class list or any other proof of attendance. She may have attended Mount Elgin or Back Settlement in the 1950s or 1960s.

7. Once you have submitted the request(s), the Access to Information Officers have 30 days to respond. Processing may take several months. They may contact you for further clarification.

*- Prepared by Policy Analyst – Chippewas of the Thames First Nation*