

STUDENT RECORDS

Background

Student records are the key element in the measure of a student's progress and history in the District. They are the property of the District and require sensitive treatment to maintain confidentiality and to make effective use of them on behalf of the student.

Student records will be safeguarded and maintained on behalf of the District, students, and parents.

Definitions

Student Record: For the purpose of this Administrative Procedure, student record means a record of information in written or electronic form pertaining to a student, or to a child registered for an educational program provided at home, but it does not include a record prepared by a person if that person is the only one who will have access to the record. In general and not restrictively, the student record will consist of: the permanent record card, the cumulative folder, and restricted records.

Restricted Records: Professional reports such as those provided by psychologists and psychiatrists are classified as restricted records. Medical, legal or social service reports about the status of a student will be available to the Superintendent and may be designated as restricted records. Restricted records will normally be filed outside the cumulative folder.

Procedures

1. Establishment
 - 1.1 The Principal is responsible for the establishment and maintenance of a record for each student registered in that school, including security of access to records and the culling of the file before it is transferred to another school.
2. Contents of Records
 - 2.1 Any information placed on a student's record must be done with the knowledge that the student and his or her parents have access to all information on the student record, and the information will be considered to be official documentation of the District.
 - 2.2 Current student records are to contain materials relevant to student achievement, program, placement and progress.
 - 2.3 Longer term student records shall not contain informal anecdotal comments relating to the student's progress or performance. It follows that files need to be culled at regular intervals.

3. Access to Records

- 3.1 A student and the parents of the student are entitled to examine the entire student record of the student involved. The Principal, or a person designated by the Principal to interpret the records, must be present while the examination is taking place. The school record shall also contain a reference to the location of any information, including restricted records, which is being kept outside the cumulative folder.
- 3.2 A person providing health services, social services or other support services shall have access to information required to carry out that service while accompanied by designated school personnel.
- 3.3 First Nation Band employees specified in Local Education Agreements shall have access to the records identified in the Agreement.
- 3.4 Unless a court orders otherwise, a spouse who has been granted access to a child of the marriage has the right to make inquiries and to be given information as to the health, education and welfare of the child.

4. Confidentiality - Levels of Access

- 4.1 Report cards, academic transcripts and statements of standing once prepared will be provided to the student and those entitled to have access to the student records.
- 4.2 Raw data, working records and materials which are the professional working materials of the teacher, school or District will, upon request, be shared with those who have access to the student records in conferences but shall not become part of the student record.
- 4.3 Standardized test and assessment data and results which have been entered in the student file shall be accessible, upon request, through the Principal who shall ensure that such information is provided in a conference with a professional qualified to interpret the data in its intended context.
- 4.4 Restricted information files shall not be given to those who have access to the student record but the contents may be discussed with them as required.
- 4.5 A student record, or a certified copy thereof, shall not be given to others not indicated in this Administrative Procedure without the written permission of the parent, or legal representative of the student if the student is an adult, except where the permission has been explicitly granted by a motion of statutory declaration or by a court order.
- 4.6 Anyone who has reached the age of legal majority may authorize the release of his or her own student record.

5. Removal or Correction of Student File Entries

- 5.1 Persons with access rights may request the Principal to correct or remove entries in a student's record.
- 5.2 The Principal, on receiving such a request, shall make a ruling.
- 5.3 If the Principal denies the request, the applicant shall be informed of the right to appeal through the District's appeal procedure.

6. Transfer of Student Records

- 6.1 In the event that the student transfers to another school within the District, the Principal shall, upon request, transfer the entire student record to the new school.

- 6.2 When a student transfers out of the District, all restricted information shall be removed from the file and a notation made that this has occurred before the record is transmitted to the new school. Release of the restricted information shall be through the Associate Superintendent or District Principal, Special Services, after receipt of student and/or parent approval.
- 6.3 Permanent Record Cards shall only be transferred to other public schools operated by Districts within the province and provincial schools. Copies of permanent record cards may, however, be sent to independent schools and schools outside the province.

7. Retention of Student Records

- 7.1 The student record shall be maintained for five (5) years beyond the student's expected graduation from secondary school.
- 7.2 The Permanent Record Card and copy of the Graduation Transcript shall be retained for fifty-five (55) years beyond the expected date of graduation.

Reference: Sections 7, 17, 20, 22, 65, 85 School Act
Divorce Act
Interpretation Act

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