

Administrative Procedure 320

STUDENT RECORDS

Background

The District is responsible for maintaining appropriate records necessary for the education of students, for program placement, for verifying attendance and historical claims.

Principals shall be responsible for ensuring that staff members follow the provisions of the School Act, Student Records Regulation 225/2006 and this administrative procedure for Student Records held in the school.

A Student Record shall consist of all information that affects the decisions made about the education of the student that is collected or maintained by the District, regardless of the manner in which it is maintained or stored. Such records shall be in accordance with current Provincial Regulations. In addition, the following shall apply to schools in Grande Prairie RCSSD No. 28.

Regulations

1. Information that is kept on a Student's Record and released to other educational institutions shall be in accordance with provincial regulations.
2. Information on a Student's Record is to be treated as confidential by staff members. A Student's Record shall be stored in such a manner that this confidentiality is maintained.
3. Information on a Student's Record may be released to certificated professionals who have a bona fide interest in furthering the education of the Student. Parental approval should be obtained in advance, wherever possible.
4. If a lawyer or court requests that the Student Record be released, permission must be granted by Superintendent or designate. A fee may be assessed for handling and copying the record.

Procedures

1. A Record shall begin on a Student upon the Student's registration in the District.
2. A Student's Record shall be maintained for each Student of the District. Information about a Student and his family shall be kept current and shall include only that which is useful to the school in the proper education of the Student.

3. Each school shall have a satisfactory method for the safekeeping of a Student's Record. A Student's Record, when not in use, shall be kept secure.
4. Transfers of Student's Record to schools elsewhere in Alberta, and outside the province, shall be in accordance with Alberta Regulation 225/2006.
5. If a Student transfers to another school within the District, the Student's Record shall be transferred to the receiving school as soon as possible upon receiving written request from the receiving school.
6. School attendance-recording documents are the property of the District. Records are stored electronically at the Catholic Education Center.
7. (a) Student Records shall be stored at the school for one year following the exit date on front cover of Record. At the end of June each year, secretaries shall forward all Records that are one year expired, with no request, to the district office.

(b) Student Records shall be stored at the Catholic Education Center for seven years following the exit of the Student from the school, or until the Student's twenty-fifth birthday, unless such records are transferred elsewhere through the provisions of policy, the School Act or its Regulations.
8. Parents and Students shall be notified of the right of access to Student Record. The following statement shall appear in school handbook:
"Under Section 23 of the School Act, Students/parents are entitled to review their children's Record. The file, if still in the possession of Grande Prairie RCSSD No. 28 after the Student's twenty-fifth birthday, shall be destroyed."
9. Principals shall be responsible for ensuring that staff members follow the provisions of this policy/regulation for Student Record held in the school.

Maintenance of Student's Record

1. Each Principal is responsible for file maintenance and access within her/his building. The Student Record shall consist of all information that affects the decisions made about the education of the Student. This file would be available to all professional staff and parent/guardian and would be updated yearly.

Information in the Record includes:

- Personal data necessary for the operation of the District, or as required by Alberta Education.
- Record of School Attended, ASN Number, Legal Name, Preferred if applicable, District, School, Address, Grade, Entrance Date and Exit Date and Exit Description if known.
- All registration documents: Registration form, copy of Baptismal Certificate, copy of Birth Certificate, signed F.O.I.P form, Internet registration form.
- Report Cards that summarize the Student's achievement and growth in the courses and programs in which the Student is enrolled. The report card is the academic

record: Kindergarten Grade 9 – Final report; High School Grades 10-12 Final report at the end of each Semester.

- An annual summary of the Student's school attendance as seen on the report card for Elementary, Junior High, and High School showing Days Present/ Instructional Days per Year.
 - Any information used for the Student's educational program planning and implementation. It may include psychological or other assessments such as Standardized Tests Results (eg. Insight or Psychology), SLA or PAT Provincial test, Summary of Literacy Assessment, Speech Assessments, OT/PT Assessments, Mental Health Assessments, Hearing and Sight Assessments, Medical Assessments, Probation or Court Reports, etc.
 - A copy of the Student's IPP and Transition Plan in addition to summaries of all previous school years' individualized program plans.
2. The Principal is held responsible for ensuring that all records are accurate and up to date. This may be delegated.

Divorced/Separated Families Release of Information

1. Unless a court order states otherwise, a person granted access to a Student has the right to make inquiries, and to be given information on the education of the Student.
2. Prior to the release of information, the Principal shall indicate to the parent having custody of the Student that the Principal has no right to withhold information unless a court order can be produced which restricts the right to Student's Record.
3. If the parent having custody disputes the Principal's position, the parent shall be directed to appeal in writing to the Superintendent or the courts.
4. A Student's legal name must be recorded as registered under Vital Statistics Act. Preferred names can be recorded with custodial parental agreement. The onus shall be on the custodial parent to provide this information.

When a Student of legal age and/or his/her parents/guardians have reviewed the Student's Record, and finds information to be invalid or record keeping procedures unsatisfactory, the Principal should be informed of the need for corrective action. If resolution is not reached at the school level, the parent(s)/guardian(s), Student of legal age, or independent Student may appeal to the Superintendent and subsequently, to the Board of Trustees. If no satisfaction is received a further appeal may be made to the Minister of Education.

Reference: Section 23, 124 School Act
Student Record Regulation 225/2006
Child Welfare Act
Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25
Freedom of Information and Protection of Privacy Regulation AR 200/95
Public Health Act
Social Development Act
Youth Criminal Justice Act
Vital Statistics Act

[Check List for Student Records – see Form 320 B](#)