
STUDENT RECORDS

Background

The District regards student documents/records which the District has received, or which it has prepared during the conduct of the business of the District, as property of the District.

Student records shall be maintained in a consistent manner throughout the District and always kept current. They shall be stored in such a way as to permit easy access and retrieval, but also to maintain their confidentiality. Records shall be shared with students and their parents in private and, where appropriate, copies shall be made for their use. On written instructions from students of legal age (18), or their parents, copies shall be forwarded to agencies or institutions on their behalf.

Procedure

1. Permanent Student Record Cards

- 1.1. The Principal shall ensure that the Permanent Student Record (PSR) card for each student enrolled in the school is maintained up-to-date in accordance with current Ministry of Education directives.
- 1.2. The Principal shall ensure that the PSR of a student who has left a District school to transfer to another District school is sent to the receiving school. Students who leave the B.C. public school system will have their PSR cards retained on file at the school for at least twelve months. At the end of the school year immediately following this period, the PSR shall be stored by the District until such time as the student enrolls in another B.C. public school.
- 1.3. The Secretary-Treasurer shall ensure that the Permanent Student Record card of each former student in the District who has not subsequently enrolled in another B.C. public school is stored centrally for a minimum of fifty-five (55) years.

2. Secondary School Graduation Certificates

- 2.1. The Principal shall ensure that the Secondary School Graduation certificate of each graduating student is retained on file in the school for at least twelve (12) months. At the end of the school year immediately following this period the Certificate shall be placed in permanent storage.
- 2.2. The Secretary-Treasurer shall ensure that Senior Secondary Statements for each graduate of the District are stored, in District, for a minimum of twenty-five (25) years.

3. Student Files ("G-4")

3.1. Format of Student Files

- 3.1.1. Each Principal, or head teacher, when delegated by the Principal to do so, shall ensure that all significant information and records (except for the PSR) relating to the development of a student is contained in one school file. Raw data, working records, and materials that are the professional working data of a teacher or specialist, school, or District may be stored separately; however, it is essential that a full and complete record of a student's development be maintained in the student's file.
- 3.1.2. Regular Ministry of Education or District approved files shall be used for the storage of student records. They are to be modified to provide ample space for records of significant events which may occur during a student's primary and intermediate years.

3.2. Content of a Student File:

- 3.2.1. The following records of verifiable information are to be retained during the student's school career:
 - 3.2.1.1. Medical/health data. This information must be retained for a period of not less than two (2) years beyond the age when school enrolment ceases.
 - 3.2.1.2. Individual psychological evaluations. (When gathered with written consent of the parent).
 - 3.2.1.3. Individual intelligence tests, tests for learning disabilities, etc. (When administered by qualified school personnel with prior knowledge of the parent).
 - 3.2.1.4. Other verifiable information to be used in educational decision-making.
- 3.2.2. Observations that are prepared by and for the exclusive use of the teacher and/or Principal and that are usually collected during teacher/student, counsellor/student, or Principal contacts are considered the property of the author. However, under B.C. Law any communication between the student and teacher is not considered privileged, and must be revealed, if ordered by the courts; if any informal notes are used as a basis for significant educational decisions, they must be subject to similar provisions for access, filing and release as other students' records. However, such records are not to normally be retained for more than the school year in which they were written.

4. Access To Student Records

4.1. By District Staff:



Administrative Procedure 320

- 4.1.1. All authorized professional staff of the District, working for the benefit of that student, shall always have access to a student's records. (Note: the word "record" will refer to both the PSR and the student file).
- 4.2. By Students and Parents
 - 4.2.1. A student of age, or the parents will have access to the students' records under administrative supervision during those times the school is normally in session, unless arrangements for another time have been made. The student of age or the parent have the right to inspect all records and are entitled to an explanation of any information contained within. Principals will ensure that professional staff are available who are qualified to interpret the data in their proper and intended context.
 - 4.3 Disputes with respect to content of Records
 - 4.2.2. If the student of age or parent disagrees with the data on the student's record, they may challenge its validity or inclusion by writing to the Superintendent with a copy to the appropriate Principal outlining the areas of concern or disagreement. Within ten (10) working days the student or parent will receive a written reply and/or a personal conference. Any decision which may significantly affect the student's education or welfare may be referred to the Board in accordance with **Board Policy 13 - Appeals**.
- 5. Release Of Student Records
 - 5.1. Transfers to Other Schools
 - 5.1.1. In cases of transfer to other B.C. public schools the student's PSR and cumulative file must not accompany the student but will be sent upon the request of the receiving Principal, with a record of the transfer date kept by the sending District school.
 - 5.1.2. When transfer occurs within the District, principals will automatically, and without delay, forward the student PSR and the cumulative file, by inter-school mail services.
 - 5.1.3. Permanent Record Cards will not be sent to schools outside the B.C. public school system or to independent schools. However, at the request of a receiving Principal a copy of the PSR card will be sent to the receiving school. Cumulative files will, however, remain the property of the District, and no copies will be released to the receiving school.
 - 5.2. To Outside Agencies
 - 5.2.1. Pursuant to Section 97 of the *School Act*, Health and Social Services, upon providing appropriate documentation, will be entitled to copies of students' records upon written request.



Administrative Procedure 320

- 5.2.2. Other than as specified in Section 97 of the *School Act* no records will be released to any other outside agencies, without the written authorization of the parent, or of the student if 18 years of age or older.
- 5.2.3. However, copies of students' records will be provided where the release of such records is required by statutory declaration or court order. In all such instances, the Superintendent must be informed prior to their release.
- 5.3. To Other Parties
 - 5.3.1. Information from student records will not be available to non-authorized school personnel or to any person outside the school without the express written consent of a student of age, the parent, or in cases where the Superintendent determines the safety of students is involved.
 - 5.3.2. A parent desiring information from student records, who does not have legal custody of the child, must have the written approval of the parent who does have custody.

6. Release Of Other Related Student Records

- 6.1. Records such as class registers, class lists, and other school records containing students' addresses, phone numbers, ages, parent names, and so on, will not be released by any school personnel to either outside agencies or non-authorized individuals - employees or others. Release of any such lists may be granted by the Superintendent where it is in the best interests of a student or students to do so. However, where such lists are required for legal proceedings of any type a court order will be provided by the party requesting the documentation.

Reference: Sections 7, 9, 13, 17, 20, 22, 65, 79, 85, 88, 97 *School Act*
Freedom of Information and Protection of Privacy Act
Divorce Act
Family Law Act
Interpretation Act
Permanent Student Record Order M082/09
School Records Disclosure Order M14/91
BC Ministry of Education – Permanent Student Record Instruction

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