

## **STUDENT RECORDS**

### **Preamble**

The Board is required by need, regulation, or legislation to acquire and process information about its students. This information may have been obtained directly from the individual or indirectly from an institution or agency with whom the student was involved. This data constitutes records, which become the property of the Board. The Board's policy on student records governs not only access to, but also ensures the security of, these records.

### **Policy**

Student records shall be maintained in a manner, which ensures the confidentiality of information and guards the privacy of students and their families. Students and parents shall have access to all information in the student record.

### **Policy Objectives**

1. To ensure the security and confidentiality of student records.
2. To regulate access to student records.
3. To maximize the value of student records.
4. To provide copies of records to parents or to agencies or institutions on behalf of students when appropriate requests are made.

### **Administrative Procedures**

#### **1. DEFINITIONS**

##### **1.1 Student Record**

For the purpose of this policy, student record means a record of information in written or electronic form pertaining to a student.

In general and not restrictively, the student record will consist of:

- the permanent record card,
- the cumulative folder including a student's current IEP,
- and restricted records, often medical or court orders.

The Independent School Regulation states that a Permanent Record means the following:

-Form 1704

-the student progress reports for the two most recent years

-where letter grades are not set out in a student progress report for a student in grades

4-7, a written record of those letter grades.

### **1.2 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 School Principal and may be designated as restricted records. Restricted records will normally be filed outside the cumulative folder.

## **2. ESTABLISHMENT**

The principal of the school 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.

## **3. CONTENTS OF RECORDS**

3.1 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 School.

3.2 Current student records should contain materials relevant to student achievement, program, placement and progress.

3.3 Files need to be culled at regular intervals, keeping only pertinent/latest anecdotal comments relating to the student's progress or performance.

## **4. ACCESS TO RECORDS**

4.1 A student and the parents of the student are entitled to examine the entire cumulative student file 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.

4.2 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.

4.3 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.

## **5. CONFIDENTIALITY - LEVELS OF ACCESS**

5.1 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. 5.2 Raw data, working records, and materials which are the professional working materials of the teacher or school 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.

5.3 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.

5.4 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.

5.5 A student record, or a certified copy thereof, shall not be given to others not indicated in this policy without the written permission of the parent, except where the permission has been explicitly granted by a motion of statutory declaration or by a court order.

5.6 Anyone who has reached the age of legal majority may authorize the release of his or her own student record.

5.7 The disclosure of student records for the delivery of Health Services, Social Services or other Support Services may occur without parental consent.

## **6. REMOVAL OR CORRECTION OF STUDENT FILE ENTRIES**

6.1 Persons with access rights may request the Principal to correct or remove entries in a student's record.

6.2 The principal, on receiving such a request, shall make a ruling.

## **7. TRANSFER OF STUDENT RECORDS**

7.1 In the event that the student transfers to another school, the principal shall, upon request, transfer the entire student record (including current IEP) to the new school. 7.2 When a student transfers, 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 Principal after receipt of student and/or parent approval.

7.3 Permanent Record Cards shall only be transferred to other independent or public schools within the province. Copies only of permanent record cards may, however, be sent to independent schools and schools outside the province.

## **8. RETENTION OF STUDENT RECORDS**

The Permanent Record Card and copy of the Graduation Transcript shall be retained for fifty-five (55) years beyond the expected date of graduation.

Cross References: Independent School Regulation, section 9: Student Records Order