

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**507.1
ADMINISTRATIVE REGULATION
Student Records**

DEFINITION AND DESCRIPTION:

The Student Record shall consist of two parts:

1. **Permanent Student Record** Form 1704 and a minimum of the two most recent years of Student Progress Reports (grades K-10) or an official copy of the Transcript of Grades (grades 11-12)

Permanent Student Record – Retention Period

The Permanent Student Record must be maintained for 55 years after the student withdraws or graduates from school.

<u>Graduates</u>	<u>Storage</u>
Form 1704 (PSR Card) Ministry of Education Transcript of Grades	12 months at school then SDO – central storage

<u>Non- Graduates</u>	<u>Storage</u>
Form 1704 (PSR Card) Progress Reports for the last two years	12 months at school after student withdraws then SDO – central storage

2. A **Student General File** which contains, at a minimum, the following:
 - a. Current student record inclusions as listed on the PSR form 1704
 - b. A copy of the student’s current Student Support Plan (SSP) if applicable
 - c. A copy of the student’s current IEP, if applicable
 - d. It may also contain:
 - Permanent Student Record Card
 - Medical Alert information

Cross Refs: *School Act*; Ministerial Order M14/91, M190/91; Youth Criminal Justice Act, Freedom of Information & Protection of Privacy Act and Regulations, Family Law Act

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Reviewed:
Revised: April, 2016

- Legal information as provided at the option of the parent, guardian or custodial authority.
 - Copies of Report Cards (at a minimum, final reports)
 - Safety Plan
 - Transfer forms
 - Registration forms
 - Formal Letters of Suspension
- e. The **Student General File** shall contain a reference to the location of any information that is being maintained outside the **Student General File** (ie. Red File at SDO, LA file)

A **Student General File** shall be established and maintained for each student enrolled and will contain copies of the the current records used in the planning and administration of the student's education program. All information pertaining to a particular school year must be appended together at the end of the year and marked with the year.

Student General File Retention Period

Graduates – when a student graduates, the file must be kept until the student reaches the age of 19 years + 3 years. These files are kept at the school.

Non-Graduates Secondary Schools – Secondary schools retain the general files of students who withdraw until the student reaches the age of 19 years + 3 years; however, they are expected to forward a list of withdrawn students to the SDO for tracking purposes. The list will include the complete student name, date of birth, PEN number, grade, last day of attendance and reason for exit.

Non- Graduates Elementary/Middle Schools – If a student withdraws and the file is not requested, the original Student General File is maintained at the school until the student reaches the age of 19 at which point it can be destroyed.

Other Student Files:

Learning Assistance / School Student Services Files:

Outside Agency Documentation:

- Custody and Restraining Orders
- Legal Matters
- Medical / Health Records

School District Information:

- Parent Release Forms
- Student Services Referral / Reports (OT/PT, SLP, Vision/Hearing)
- Behaviour Assessment

- LA Reports
- Psychologist Report
- School Based Team Minutes / Recommendations
- VTRA information

Teacher / Principal / Vice Principal Files

Records relating to the student's annual activities and work, including interim marks and other related information may be retained in the classroom/principal/vice principal's office and then selectively filed in the student's general file.

DOCUMENT TRANSFERS:

1. Each school and school district office shall maintain a record of details involved in the transmission of the student files for which it is/was responsible. The records shall include: student name, date of birth, name and address of receiving school, date of transmission, and signature of the person processing the transmission of the file.

- a) Public School Within the Province of British Columbia

On receipt of a request from a public school within the Province of B.C. to which a student transfers and is enrolled, a board must transfer the student's **ORIGINAL** Permanent Student Record and Student General File.

- b) Independent (private) School OR and Educational Institution OUTSIDE the Province of B.C.

Where a former student of the board is enrolled in an independent (private) school within the Province of B.C. OR and educational institution (public or private) OUTSIDE the Province of B.C., and a board receives and request from that institution, the board must transfer hard **COPIES** of the Permanent Student Record and Student General File. The ORIGINAL PSR and Student General File remain at the school.

ACCESS TO STUDENT RECORDS:

Subject to any other statutory or other legal authority or requirement that authorizes or requires disclosure, any person who receives information from a student record shall not disclose that information to any other person except for the purposes of delivering or planning the delivery of the services.

1. Parent(s) or guardian(s) of students have the right to access the information about their children. Minor students accompanied by their parent(s) or guardian(s), adult students aged 18 or older have the same right of access to information about themselves. Access to the student record shall be permitted only to the student or a parent / guardian of the student as defined by the *School Act* and Family Law Act.
2. The Principal shall determine which school staff shall be authorized to access a student's record. As a guideline, staff access should be limited to Vice Principals, Teachers in direct contact with the student or to support staff with direct responsibility for the maintenance of student records.
3. The Principal may restrict access to information of a sensitive nature such as social service, medical or legal document. In accordance with the *School Act*, the student or the parent of the student cannot be restricted access to any part of the student record.
4. The Principal shall permit a person providing health services, social services or other support services access to information in student records required to carry out that service.
5. Student records may be released to the Board's insurer to the extent necessary to meet any claims being made against the insurance provided to the Board by the insurer.
6. Any examination of the student record by a student or parent shall occur in the presence of the principal or a person designated by the Principal to interpret the records. Prior arrangements shall be required in order to give the Principal / Vice Principal adequate opportunity to arrange for the examination of the student's records.
7. A log shall be maintained as part of each file recording each person allowed access to the file and the date of access.
8. The right to examine the student's record includes the right to make copies. Upon request, copies of a student record will be provided to the parent/guardian or student at a nominal cost.
9. Information such as student interests, aptitudes and activities is often kept in a student's folder which is stored in the Learning Assistance Teacher's or Counsellor's office. This folder is available to the student and the parent but does not form part of the student's permanent record. These records shall be updated and culled regularly.

10. Under British Columbia law any communication between the student and teacher is not considered privileged and must be revealed, if ordered by the courts.
11. In the event that a minor student requests to examine his/her student record, the Principal or person designated by the Principal shall inform the parent/guardian of the request.
12. The information contained in a student's file shall only be accessible to other professional agencies when a written request has been made by the legal parent/guardian or legal representative of the student, or by the student if he/she is an adult, except where permission has been explicitly granted by the Superintendent or where the release of such records is required by an enactment or by court order.
13. Copies of report cards, academic transcripts, and statements of standing may be provided to other parties where a written request has been made by the legal parent/guardian or legal representative of the student, or by the student if he/she is an adult. However, copies of documents requiring interpretation shall not be provided to other parties, except where permission has been explicitly granted by the Superintendent, or where the release of such records is required by an enactment by court order.
14. All requests for student records from lawyers or third parties who are not the parents / guardians of the student, or are not providing health services or social services, should be forwarded to the district's Freedom of Information and Protection of Privacy Coordinator. Clerical staff should immediately date stamp the request upon receipt and forward it to the Secretary-Treasurer's office.

CONFIDENTIALITY:

Subject to these regulations, the Board shall ensure the confidentiality of student records and shall make all reasonable attempts to ensure privacy of students and their families.

1. In terms of confidentiality two types of records may be identified.
 - a) Records collected by or on behalf of the Board, or the Ministry of Education. These records are accessible to authorized personnel and agencies to parents/guardians and to students provided that an educator is present to ensure a proper interpretation of such records.

- b) Notes and observations prepared by and for the exclusive use of District staff, Teacher and/or Principal / Vice Principal. **These are not considered part of the student record under the *School Act* if no one other than the person who prepared them has access. However, they are records made in the course of employment and are therefore under the custody or control of school district.**

Although student records above are the property of the school district, it is the practice of the Board to seek parents' or adult student consent before records are released.

2. The confidentiality and security of student records shall be protected. Personnel are expected to exercise care and attention in preventing the use of data out of context, and in preventing their disclosure to unauthorized persons or agencies.

REMOVAL OR CORRECTION OF STUDENT FILE ENTRIES:

1. Persons with access rights may request the Board to correct or remove entries in a students' record.
2. The superintendent or designate, on receiving such a request, shall make a determination regarding the request.
3. If the employee denies the request, the applicant shall be informed of the right to appeal through the Student Appeals Bylaw (230 BL).
4. The principal or designate shall be responsible for the periodic culling of information from student records that have become dated or are no longer of use to the school.
5. Collection, storage and disposal of student records shall be conducted in such a way so as to preserve confidentiality, as for example, shredding or incineration and will be in compliance with the Document Disposal Act.