
ADMINISTRATIVE PROCEDURE 312 STUDENT RECORDS

All student records shall be maintained in a manner that ensures the confidentiality of information and the privacy of students and their families and becomes a part of the student's file.

As per the Ministry of Education (Permanent Student Record Instructions / Student Records Order), Permanent Student Records must be retained by Districts for 55 years after a student has withdrawn or graduated from school and stored according to District policies and/or administrative procedures. All student records, either in written and/or electronic form, shall be subject to the following procedures regarding content, access and retention.

Definitions

School Act:

"parent" means, in respect of a student or of a child registered under section 13,

- (a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the *Family Law Act* that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or
- (b) a person who usually has the care and control of the student or child.

Permanent Student Record (PSR) consists of the following **two** parts:

1. Form 1704.
2. A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) **or** an official copy of the Transcript of Grades.

Student File (student record): shall be established and maintained for each student enrolled in the public education system. The student file will contain copies of current records used in the planning and administration of the student's education program.

Procedures

The principal/designate is responsible for the establishment and maintenance of a record for each student registered in his/her/their school including security of the access to records (School Act Section 79).

Related Legislation: *School Act* and Regulations Ministerial Orders M14/91, M190/91 Sharing Information with Probation, [Youth Criminal Justice Act](#), [Freedom of Information & Protection of Privacy Act and Regulations](#)

Related Contract Article: Nil

Adopted: Mar 25, 1993

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



The student record consists of all information collected or maintained by the District pertaining to the student but does not include notes prepared by and for the exclusive use of a teacher or administrator.

Contents of student records:

Any information placed on a student's record must be done so with the knowledge:

- That the student, and his/her/their parent/guardian, as defined in the School Act, have access to all information contained in the student record (School Act, Section 9).
- That the information is considered to be official documentation of the District.

The student's school file shall contain but not be limited to the following:

- A copy of learning updates/report cards.
- Individual educational plans.
- Medical information.
- Indigenous Education Information.
- A summary of interpretive tests and/or interpretive reports based on such tests. All such entries shall include the name of the person conducting the test (e.g., classroom teacher) and the entry date.
- Demographic information including legal name, birthdate, legal guardianship, citizenship and visa information if applicable, and other information as required by the Ministry.
- Court orders as indicated by the legal alert.
- Other documents (i.e., name change or immigration document).

Removal or Correction of Student File Entries

Persons with access rights according to the School Act, section 9, may request the principal/designate to correct entries in a student's record.

The principal/designate, on receiving such a request, shall make a ruling with regards to the request from the student or the parent/guardian

If the principal/designate denies the request to alter the student record, the record shall be annotated with a notation of the proposed correction and that the correction was denied.

Related Legislation: *School Act* and Regulations Ministerial Orders M14/91, M190/91 Sharing Information with Probation, [Youth Criminal Justice Act](#), [Freedom of Information & Protection of Privacy Act and Regulations](#)

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The principal/designate shall be responsible for the periodic culling of information from student records.

Disposal of student information shall be done in a way that preserves confidentiality, as for example, use of the console for shredding.

Confidentiality of Student Information and Access to Records

A student record is confidential.

Access to the student record shall be permitted only to the student or a parent/guardian as defined in the School Act. A parent/guardian without parental responsibilities for educational decisions respecting the student, may obtain access to the student record only if:

- The person with parental responsibilities for educational decisions respecting the student has consented in writing, or
- The parent without parental responsibilities with respect to the student is granted access to the student's record by a court order, or
- There is a written agreement between the parent/guardian with parental responsibilities for educational decisions respecting the student and the parent/guardian without such responsibilities that permits access to student information.

The principal/designate shall determine which school staff shall be authorized to access a student's record. As a guideline, staff access is to be limited to teachers in direct contact with the student or to support staff with direct responsibility for the maintenance of student records. The Superintendent/Designate shall determine and make known to schools, which District staff have access to student records.

Any examination of the student record by a student or parent/guardian, as defined in the School Act shall occur in the presence of the principal/designate to interpret the records. Prior arrangement shall be required in order to give the principal/designate adequate opportunity to arrange for the examination of the student's record and for the redacting of any confidential information which refers to another student or individual whose confidentiality must be protected and may be compromised through this process.

Transfer of Student Records

In the event that the student transfers to another school within the District, the entire student record shall be sent directly to the principal/designate of the receiving school upon receipt of the appropriate request for records.

Related Legislation: *School Act* and Regulations Ministerial Orders M14/91, M190/91 Sharing Information with Probation, [Youth Criminal Justice Act](#), [Freedom of Information & Protection of Privacy Act and Regulations](#)

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Where a District receives a request from a District in British Columbia to which a student transfers, the District must transfer the student's file.

When a student transfers to an independent school or an educational institution outside of British Columbia, a copy only of the documents set out in section 2 above will be transferred upon receipt of a request from the principal/designate of the receiving school. The original Student File is to be maintained at the school as set out below.

No records are to be provided to 'schools' that are not public schools or independent schools, as defined in the Independent Schools Act and in British Columbia, listed in the Ministry document Public and Independent Schools Book.

Laser Fische system shall be maintained at each school by the principal/designate for the purpose of recording all student record transfers.

Principals/Designates shall comply with requests for copies of a student record only when such requests are accompanied by written authorization to release the information, signed by the student, or by the parent/guardian, as defined in the School Act.

Retention of Student Records

The Permanent Student File includes electronic and/or paper records as mandated by the Ministry of Education (Permanent Student Record Instructions / Student Records Order). Documents include the Permanent Student Record (also known as the 1704 form) and inclusions, and the Official Student Transcript or the two most recent Student Progress Reports.

The Permanent Student Records and Official Transcripts must be retained by the District for 55 years after a student has withdrawn or graduated from school (Ministry of Education – Permanent Student Records Instructions / Student Records Order). After five years, the principal/designate will provide the Permanent Student Records and Official Transcripts in electronic format to the School Board Office.

Enrolment and Address Confirmation Letters

Enrolment or address confirmation letters will only be issued for students actively enrolled and attending the District. The District will not provide backdated documentation for Canada Revenue Agency (CRA) purposes.

Enrolment or address confirmation letters will not be issued for students who have withdrawn or those not yet attending.

Appeals Regarding A Decision of An Employee:

Related Legislation: *School Act* and Regulations Ministerial Orders M14/91, M190/91 Sharing Information with Probation, [Youth Criminal Justice Act](#), [Freedom of Information & Protection of Privacy Act and Regulations](#)

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As per Policy 390 – Resolving Concerns, the Board of Education believes that when a parent/guardian has a concern about the action or decision of any employee, their concern should be first channeled through the employee and then the principal of the school. If resolution is not reached at the school level, a concern may be forwarded to the appropriate Assistant Superintendent before being referred to the Superintendent for consideration.

Pursuant to Section 11 of the BC School Act and Board Bylaw 4: Appeal Procedure, a student and/or the student's parent/guardian may appeal an action taken by Board personnel that they believe significantly affects the education, health, or safety of the student, once the above steps have been considered.

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