

<b>Section:</b>	<b>District Administration</b>	
<b>Title:</b>	<b>Student Records</b>	<b>2.1.2</b>

The Board of Education will ensure that student records, which contain appropriate instructional, educational, and personal information, are maintained for each student enrolled in the district.

### Permanent Student Records

In accordance with the Ministry of Education directions, the Permanent Student Record includes the following:

For a Graduate Student, the:

- Permanent Student Record form 1704 (PR Card); and
- An official copy of the Transcript of Grades

For a Non-Graduate student, the:

- Permanent Student Record form 1704 (PR Card); and
- A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades).

The Permanent Record Card (Form 1704) will be maintained in accordance with the [Permanent Record Card Instructions](#) as outlined by the Ministry of Education, for every student registered in this district including home schooled students.

Active Permanent Student Records will be maintained by the school in which the student is registered. Inactive Permanent Student Records will be store by the school in which the student was last registered.

Permanent Student Records will be stored for 55 years. Once the retention period has lapsed, Permanent Student Records will be destroyed in a confidential manner.

### Non-Permanent Student Records

#### Student Files

Schools will maintain in the office an individual student file for each student registered in that school. The student file will contain information on one student only.

A chronological collection of the following documents (if applicable), pertaining to the period the student attended school in the school district and such other documentation as received from schools outside the school district, will be maintained in the student file:

- Registration form
- Copy of birth certificate

- Health information
- Support Services information (i.e. psychometric testing, speech and hearing tests, counselor's reports).
- Student Learning Plan
- Individual Education Plan (IEP)
- Court orders (i.e. custodial rights, restraining orders, restrictive access to student and/or student's records) and the date the court order was rescinded.
- Copies of formal and informal Student Progress Reports.
- Copies of all reports, summaries or recommendations arising from group, school based team and/or individual testing.
- Copies of documents related to disciplinary action.
- Information and Privacy Permission Form regarding use of personal information.
- Documentation of Student Growth including a minimum of one writing sample, one mathematics sample and, at the teacher's discretion, significant samples from other curricular areas.

Documents in the elementary student file should be filed in chronological order, with the most recent on top, and stapled together by school year.

Documents listed in this section (Student Files) should be collated separately from the documentation of student growth.

At the end of grade 7, documentation of student growth for grades K-5 will be released to the student. For students that have significant academic or behavioural difficulties, the file should be tagged (using a green colored  $\frac{3}{4}$ " round label) and the documentation should remain intact. A strategy to provide these students with copies of grades K-5 documentation is desirable.

Inactive student files, including files for students who have successfully completed grade 12, will be retained by the school until the student reaches the age of 19 plus 3 years (22 years old). Once the retention period has lapsed, student files will be destroyed in a confidential manner.

Non-permanent records of students who have made allegations of sexual abuse or misconduct against an employee, student, or volunteer while at school or at a school district activity will be retained for a period of 55 years.

Records of students who have been seriously injured at school or at a school activity or who have had problems at school which might reasonably be expected to give rise to legal proceedings will also be retained for a period of 55 years. These records should be tagged using a black coloured  $\frac{3}{4}$ " round label.

Information received about a student under Section 38 of the Young Offenders Act must be kept separate from any other record of the student whom the information relates and will only be shared with school and district staff as directed by the Superintendent of Schools.

## Reports of Child Abuse or Neglect

Student files will not contain information relating to a report of child abuse or neglect.

The district may refuse to release information related to a report to the Ministry for Children and Families, where that release may threaten someone's health or safety, or interfere with a criminal investigation. If parents or students wish to access information pertaining to a report of abuse, they may seek to do so through a Freedom of Information request.

## Student Learning Plan

All students in grades 8-12 will have an individual Student Learning Plan.

The Student Learning Plan will be maintained by the students' Career and Personal Planning (CAPP) teacher. Inactive Student Learning Plans for students who have graduated, left school or transferred to another school will be filed in the general student file.

## **Access to Student Records**

### By Staff

All school district professional staff authorized by the school principal and working for the benefit of students shall have access to student records. As with any personal information, access should be on a need-to-know basis only.

### By Parents and Students

Requests for access to student records will be processed during normal business hours.

Generally, requests for access to student records by the legal custodial parent(s)/guardian or a student will be handled on an informal basis and records will be made available upon request in the presence of the principal or a person designated by the principal to interpret the records.

Normally the legal custodial parent(s)/guardian will exercise rights of access on behalf of students under the age of 19.

Where the request for information pertains to documentation not generally made available to parents and students or where there are other exceptional circumstances, the school principal may request that an applicant formalize the request for access to information by submitting it in writing pursuant to the Freedom of Information and Protection of Privacy Act.

Formal requests for access to personal information will be forwarded to the Freedom of Information and Privacy Coordinator for processing.

### Non-Custodial Parent

Divorced non-custodial parents, who upon providing the applicable court document indicating they have been granted access to their child (children), have the right to be given information about their child's education (i.e. progress reports and attendance records).

Non-custodial parents who are not covered by the provisions of the Federal Divorce Act (i.e. are separated or never married) will be provided information about their child's education only with written permission of the legal custodial parent(s)/guardians or with an applicable court document.

## By Other Agencies/Parties

A student's personal information may be disclosed to the RCMP, Probation Officers or Immigration Officers to assist in an investigation undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result.

- Requests from law enforcement agencies must be submitted in writing with the following information provided:
  - a) The name of the individual whose information is requested;
  - b) The exact nature of the information desired;
  - c) The authority for the investigation;
  - d) The purpose for which the information will be used; and
  - e) The name, title and address of the person authorized to make the request.
- f) In lieu of receiving a written request, the 'RCMP Information Request Form' (Appendix 3) may be used by schools.
- All requests from law enforcement agencies for personal information will be recorded in writing and filed.

Individuals providing health services, social services or other support services on behalf of the school district will be given access to information in student records required to carry out that service (need-to-know basis).

A student's personal information may be disclosed if the Superintendent determines that compelling circumstances exist that affect anyone's health or safety and if written notice of disclosure is given to the custodial parent(s)/legal guardians of the student the information is about.

A student's school records may be disclosed to the Board's insurer to the extent necessary to prepare for potential claims that might be made against the insurance provided by that insurer.

Other parties hired by a parent (i.e. legal counsel, tutor, psychologist, counselor) will be given access only with the written consent of the legal custodial parent(s)/guardians of a school-aged student or with the consent of an adult student.

## **Transfer of Student Records**

### British Columbia Public Schools

Upon receiving a written or electronic request, student records will be transferred between schools within the Mission School District without delay.

Student records will be sent to a BC public school outside of the Mission School District upon receiving a signed written or electronic request on school letterhead from the receiving school.

The following student records will be transferred to the student's new school:

- The Permanent Student Records (Form 1704 and copies of the two most recent years of Student Progress Reports);
- The student file;
- Whenever possible, the Student Learning Plan will be given to students to take to their new school otherwise it will be included and sent along with the student records as listed above.

In June of the school year in which students graduate from grade 7, the Student File and PR Card will be forwarded to the appropriate secondary school within this school district.

## Independent Schools or Schools Outside the Province

**Copies** only of:

- a) the Permanent Student Records (*Form 1704 and copies of the two most recent years of student progress reports*); and
- b) the student file.

The copies will be transferred to an independent school or a school outside the province of British Columbia upon receipt of a written request on school letterhead.

The original Permanent Student Records will be stored in accordance with the Permanent Student Records section, paragraphs 4 and 5, of this procedure.

Each school will maintain a record which chronicles the transferring in and transferring out of Permanent Student Records and student files. This record will include the student's name, grade, date of birth, name and address of receiving school and date of processing.

Student records should be perused to ensure personal information is not included about any individual other than the student to whom the information relates prior to forwarding to receiving school.

**Date Adopted: May 2000 (formerly AP #316)**

*Definition:*

- *Student Record means a record of information in written or electronic form pertaining to (a) Student, or (b) A child registered under Section 13 of School Act with a school, but does not include a record prepared by a person if that person is the only person who will have access to the record. Student Records do not include reports and/or information relating to a report of child abuse or neglect.*

*Legal Reference: Education Statutes Amendment Act, 1999  
Federal Divorce Act  
Information and Privacy Act  
Limitations Act  
Permanent Student Record Order M190/91  
Student Records Disclosure Order M14/91  
Young Offenders Act*