

## STUDENTS' PERSONAL RECORDS

## - POLICY -

In accordance with the *School Act* and the *Freedom of Information and Protection of Privacy Act*, students' personal records shall be maintained in a manner that ensures the confidentiality of information and the privacy of students and their families. Students and authorized parents/legal guardians shall have access to all information in the student record.

## STUDENTS' PERSONAL RECORDS

## - REGULATION -

The student's personal record consists of all information collected or maintained by the district pertaining to the student. A student's school file shall be maintained by the school, but student records may exist in other locations, as outlined in the district's list of Personal Information Banks. Student records shall be subject to the following guidelines regarding content, access and storage.

**1. Content of Student Records**

- 1.1 The Principal is responsible for the establishment and maintenance of both a Permanent Record Card and a school file for each student registered in his or her school.
- 1.2 Notes prepared by and for the exclusive use of a teacher or principal/vice-principal are not considered part of the student's school file but are subject to the requirements of the *Freedom of Information and Protection of Privacy Act*.
- 1.3 The student's school file may contain, but not be limited to the following:
  - 1.3.1 school progress and achievement history
  - 1.3.2 record of contact(s) with parents/guardians
  - 1.3.3 work samples
  - 1.3.4 medical information as provided at the option of the parent or public health

- 1.3.5 demographic information including legal name, birthdate, legal guardianship, citizenship and visa information if applicable, and other information required by the Ministry of Education.
- 1.4 The student's school file shall contain a reference to the location of any information that is being maintained outside the central file.
- 1.5 Other student file(s) may include a student services file. All entries to these files shall include the date and the name of the person making the entry.
  - 1.5.1 the student services file **must** contain (if applicable):
    - 1.5.1.1 assessment reports from psychologists, physicians, occupational therapists, physiotherapists, and speech/language pathologists;
    - 1.5.1.2 reports from the Ministry of the Attorney General;
    - 1.5.1.3 Consent for Modified form
    - 1.5.1.4 summaries of counselling intervention and consultations reports;
    - 1.5.1.5 any other information considered to be of a sensitive and confidential nature.
    - 1.5.1.6 Individual Education Plans
    - 1.5.1.7 Summary of individually administered assessment measures
    - 1.5.1.8 Ministry designation documentation
    - 1.5.1.9 Parental Consent to Designation form
    - 1.5.1.10 Parental Release forms

## **2. Access to Student Records**

- 2.1 A student or authorized parents/guardians shall have the right to review the student's records by arrangement through the school principal.
- 2.2 Achievement records will be forwarded to prospective employers, or others, only upon the written request of the student or a former student or in the case of minor age students, authorized parents/guardians.
- 2.3 A person who is planning for the delivery of, delivering or providing health services, social services, or other support services to a student, shall have access to information in that student's records that is required to carry out that service. (S.A. 92; M14/91;).
- 2.4 School or district personnel authorized by the principal for the purpose of delivering education services.

### 3. Removal or Correction of Student Records

- 3.1 As permitted in Section 29 of the *Freedom of Information and Protection of Privacy Act*, students, parents or guardians may request the Board to correct or remove entries in a student record. Such a request must be made in writing, either on forms provided or in a letter.
- 3.2 The Principal, upon receiving such a request, will consult with the Superintendent/CEO before making a change.
- 3.3 If the district denies the request, the applicant shall be informed of the right to appeal to the Commissioner of Information and Privacy.

### 4. Transfer of Student Files

- 4.1 Each school shall maintain a record detailing who requested the transfer and when and to whom the student file was transferred.
- 4.2 A student file shall be transferred without delay to another educational institution in which the student has enrolled in accordance with the following guidelines.
  - 4.2.1 Within School District No. 85 - transferred upon request of the receiving Principal.
  - 4.2.2 To another B.C. Public School - upon receipt of written request from the receiving Principal.
  - 4.2.3 To a School Outside the B.C. Public School System - a photocopy of the student file shall be transferred upon receipt of written request from the receiving Principal supported by a written request for transfer of the file made by the parent/guardian or legal representative of the student, or by the student, if an adult.
- 4.3 Student Services Files:
  - 4.3.1 Within School District No. 85 - student services files shall be transferred upon request of the receiving Principal. The Assistant Superintendent shall be advised of the transfer.
  - 4.3.2 Outside of School District No. 85 -
    - 4.3.2.1 Student services files shall be transferred upon receipt of written request (Release of Confidential Information form) from the receiving Principal, supported by a written request for transfer of the file made by the parent/guardian or legal representative of the student or by the student, if an adult.

- 4.3.2.2 A copy of the student services file shall be sent to the School Board Office for archiving along with the original signed Request for Confidential Information form.
- 4.3.2.3 If the student has left the District and no request for the student services file is made, or upon graduation, the original student services file is sent to the School Board Office for archiving.

## 5. Security and Retention of Student Records

- 5.1 All employees working with student records must ensure the security and confidentiality of those records, including security of access to records.
- 5.2 Student records shall be maintained for the periods as outlined in **policy 2-150/R – Retention and Destruction of Records**.
- 5.3 Student records shall be destroyed in a manner which retains the confidentiality of the record.