

STUDENT RECORDS

Background

The Education Act requires the Division to establish and maintain student records for each student enrolled in its schools and make these available to appropriate individuals.

The Division requires that a record be maintained for each student, containing such information as is directly useful in facilitating the student's education.

Procedures

1. Types of records kept include.
 - 1.1 Cumulative record file containing:
 - 1.1.1 Student identification – gender, birth date, legal name, place of birth, or lawfully admitted to Canada, student identification number, name of student's parent, proof of guardianship, citizenship of the student if not Canadian, address, phone number, etc;
 - 1.1.2 Student status - grade, class, program;
 - 1.1.3 Record of academic progress; and dates of attendance in other Alberta schools
 - 1.1.4 Scores obtained on standardized, or diagnostic tests;
 - 1.1.5 Teacher anecdotal comments, annual summary of attendance and
 - 1.1.6 Record sacraments received.
 - 1.2 Record of special services including:
 - 1.2.1 Educational assessments/tests administered;
 - 1.2.2 Individual education plans;
 - 1.2.3 Consultation/interview reports/notes;
 - 1.2.4 Case histories; and
 - 1.2.5 Other relevant documents, such as suspensions greater than one day, or expulsions
 - 1.3 Report Cards - standard Division/school format.
 - 1.4 Community Health Records - A public health record is maintained for each student in the local health unit.
2. Access to Student Records
 - 2.1 The School Act provides for unrestricted access to all student records for:
 - 2.1.1 Students

- 2.1.2 Parents or legal guardians; except where the student is an independent student.
 - 2.1.3 Individuals with access to the student under a separation agreement or per an access order of the court.
- 2.2 Access to a student's cumulative file without written permission of parent(s), guardians or adult students is available to:
 - 2.2.1 Professional staff members as required to meet their professional responsibilities to the student;
 - 2.2.2 Research personnel approved by the Superintendent subject to guaranteed pupil anonymity; and
 - 2.2.3 Officers of the Court acting on a duly executed court order.
- 2.3 Access to a student's cumulative files with the written consent of the parent/guardian or adult student is available to:
 - 2.3.1 Prospective employers;
 - 2.3.2 Post-secondary educational institutions;
 - 2.3.3 Courts where a court order has not been provided;
 - 2.3.4 Social service agencies/government departments; and
 - 2.3.5 Police and probation officers.
- 2.4 Access to the record of special services file is restricted to students over 16 years of age, parents or guardians, or individuals with access to the student under an order made under the Divorce Act (Canada).
- 2.5 Access to student records by educational and other agencies:
 - 2.5.1 Inquiries for assistance in locating children:
 - Information should not be given out without written consent of the parents/guardian or student (independent);
 - Inquiries for assistance for locating children should be referred to the Superintendent.
 - 2.5.2 Student records are available only to staff and administrators who have responsibilities related to the student's education;
 - 2.5.3 To facilitate transfers, copies of student records and promotion reports may be forwarded to the receiving school principal upon request, without the written consent of the guardian or independent student; and
 - 2.5.4 Standardized test results and reports are to remain confidential to the Division administration and staff.
- 2.6 A parent, guardian or student may review a student record only in the presence of a staff member. When parents, guardians or students request an opportunity to review a test, assessment or psychological report, a qualified professional staff member must be present to interpret the information to ensure that it is clearly understood.
- 2.7 A person who is entitled to access of a student record under 2.1 may request a copy of the student record from the school principal, and the school principal shall provide, or on

request shall send, the copy to the person on receiving payment for it at the rate prescribed by the Board.

3. Maintenance of Student Records

3.1 Student records are the property of the Division and are not to be given to the student, parent or guardian.

3.2 In the event that a parent, guardian or student is of the opinion that the contents of the student record are inaccurate, a written request is to be made to the principal to have the record rectified. If the complainant is not satisfied with the action taken, the decision may be appealed through the established appeal procedures.

3.3 The principal is responsible for ensuring that accurate, complete records are kept for each student and that these records are updated annually.

4. To facilitate transfers between schools within the Division, records are to be forwarded to the receiving principal.

5. Student records are to be retained by the school for a seven (7) year period after the student's potential graduation date and then forwarded to the Division office.

6. Student health records other than information which parents wish to have placed on the student's record are the responsibility of the local health unit. All requests for health-related records are to be referred to the health unit.

7. Elementary and junior high school students transferring out of the Division are to be provided with:

7.1 Report cards;

7.2 Letter to the receiving principal regarding information release.

8. Personal data, including: birthday, gender, addresses and telephone numbers of the student and of the student's parent;

Notification and Consent for Name and Pronoun Changes

8.1 When a student aged 15 and under makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall immediately notify the student's parents and seek consent.

8.2 When a student aged 16 or 17 makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall immediately notify the student's parents.

8.3 When the Principal believes that notification as outlined in clauses 8.1 and 8.2 is reasonably expected to result in harm to the student, the Principal shall ensure the student receives assistance prior to notification.

8.4 Modifications made as a result of actions in 8.1 and 8.2 must also be recorded in Administrative Procedures 307: Student Information System (SIS).

Reference: Section 11, 33, 56 Education Act
Access to Information Act
Child, Youth and Family Enhancement Act
Children First Act
Protection of Privacy Act
Public Health Act
Vital Statistics Act
Youth Justice Act
Access to Information Regulation
Protection of Privacy (Ministerial) Regulation
Protection of Privacy Regulation
Student Record Regulation
Section 23, Canadian Charter of Rights and Freedoms
Youth Criminal Justice Act (Canada)