

## **STUDENT RECORDS**

### **Background**

The Division approves the maintenance of records on each student attending school within the Division as a means of monitoring and assessing a student's educational growth and for the purpose of providing the best possible educational program for that student.

### **Procedures**

#### **1. General**

- 1.1 Those using this Administrative Procedure shall also refer to the Student Record Regulation of the Alberta Government.
- 1.2 For the purpose of this Administrative Procedure, any reference to parent shall be deemed to include the student's legal guardian.

#### **2. Form, Content and Use**

A student record shall be maintained for each student. Information about a student and his/her family shall be kept current and shall include only that which is useful to the school and complies with Alberta Education Regulation 225/206. Data collected shall be categorized as follows:

##### **2.1 Category One**

- 2.1.1 Data which represents the minimum personal data necessary for the operation of the Division. These data shall include:
  - 2.1.1.1 The student's name as registered under the Vital Statistics Act or, if the student was born in a jurisdiction other than Alberta the student's name as registered in that jurisdiction, and any other surnames by which the student is known, supporting documentation shall be requested at the time if known, supporting documentation shall be requested at the time of registration, and a copy of the documentation placed in the student's record.
  - 2.1.1.2 The name of the student's parent(s).
  - 2.1.1.3 A copy of any separation agreement or court order.
  - 2.1.1.4 The birth date of the student.
  - 2.1.1.5 The gender of the student.
  - 2.1.1.6 The student identification number.
  - 2.1.1.7 The addresses and telephone numbers of the student and the student's parent(s).

- 2.1.1.8 The names of all schools attended by the student and the dates of enrollment, if known.
- 2.1.1.9 The Division of which the student is a resident student.
- 2.1.1.10 The citizenship of the student and, if the student is not a Canadian citizen, the type of visa or other document pursuant to which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document.
- 2.1.1.11 An annual summary of the student's school attendance.
- 2.1.1.12 If the parent of the student is eligible to have their children taught in the French language pursuant to section 23 of the Canadian Charter of Rights and Freedoms, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right.
- 2.1.1.13 An annual summary or a summary at the end of each semester, of the student's achievement or progress in the courses and programs in which the student is enrolled.
- 2.1.1.14 The results obtained by the student on any:
  - 2.1.1.14.1 Diagnostic test, achievement test and diploma examination conducted by or on behalf of the Province, and
  - 2.1.1.14.2 Standardized tests under any testing program administered by the Division to all or a large portion of the students or to a specific grade level of students.
- 2.1.1.15 The results of any application under the Student Evaluation Regulation (AR 169/98) for special provisions or directives.
- 2.1.1.16 Either
  - 2.1.1.16.1 The name of any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by a Division, a summary of the results of the assessment or evaluation, the date of the assessment or evaluation and the name of the person who administered the assessment or evaluation, or
  - 2.1.1.16.2 Any interpretive report relating to the student and any action taken for program planning as a result of the assessment, evaluation or interpretive report.
- 2.1.1.17 Any assessment or evaluation referred to in clause 2.1.1.16.1 or any interpretive report referred to in clause 2.1.1.16.2 that the parent of the student or the student wishes to be placed on the student record.
- 2.1.1.18 Any health information that the parent of the student or the

student wishes to be placed on the student record.

2.1.1.19 Information about any suspension or expulsion relating to the student or the student's rights pursuant to the Act, which must be retained on the student record for five (5) years following the date of the suspension or expulsion.

2.1.1.20 If an individualized program plan is specifically devised for a student, the plan and any amendments to the plan.

2.1.2 These data shall be retained in the student file in the school where the student attends.

2.1.3 These data will be available to the professional staff within the school, and shall be reviewed periodically and revised and/or updated as necessary.

2.1.4 Inactive files shall be retained in the Division Office and shall be kept secure for a minimum of ten (10) years.

2.1.5 If a student transfers from a school in Alberta to a school outside Alberta, the Division that operates the school from which the student transfers shall keep the student record containing the information referred to in section 2.1 for at least ten (10) years after the date the student could be expected to have completed grade 12 if the student had not transferred from the school. A copy of the student record shall be forwarded to the receiving school.

## 2.2 Category Two

2.2.1 Data which consists of verified, objective information of importance to the educative process but which is not necessary to the operation of the educational system. This information may include:

2.2.1.1 A notation of any formal intellectual, cognitive, social, interest, or emotional inventory, test or evaluation of the student provided by the Division, the evaluation of the student provided by the Division,

2.2.1.2 The date of the inventory, test or evaluation,

2.2.1.3 The name of the person who conducted the inventory, test or evaluation,

2.2.1.4 A summary of the results of the inventory, test or evaluation or any interpretive report,

2.2.1.5 Any action taken as a result of the inventory, test or evaluation,

2.2.1.6 Systematically gathered school staff ratings and observations, and

2.2.1.7 Verified reports of serious, recurrent behaviour patterns.

2.2.2 These data shall be retained in the student file and reviewed annually to remove unnecessary information.

2.2.3 These data will be available to the professional staff within the school and outside professionals to whom the student is referred.

## 2.3 Category Three

- 2.3.1 Data which consists of potentially useful information which may not yet be verified or clearly needed beyond the immediate present. This information may include:
  - 2.3.1.1 Mental health reports;
  - 2.3.1.2 Psychiatric reports;
  - 2.3.1.3 Welfare reports;
  - 2.3.1.4 Clinical findings such as personality test results;
  - 2.3.1.5 Probation or court reports; and
  - 2.3.1.6 Reports from youth agencies.
- 2.3.2 This information shall be retained by the Principal or by designated specialized personnel, and shall not be retained in the student file.
- 2.3.3 This information would be available to professional school staff, and the student's legal guardian, at the discretion of the Principal or in response to a judicial order. In addition, the Principal shall compile and append to the file of a student, a list of the persons to whom the information is to be disclosed and only those whose names appear on the list shall have access to the file.
- 2.3.4 This information shall be reviewed annually and either destroyed or transferred to Category Two data, if such data continued to be valid and useful.

## 3. Maintenance

- 3.1 Each Principal or designate, shall be responsible for record maintenance and access within his/her school.
- 3.2 Certain records of standardized test scores and information about a student may be useful in curriculum planning or other research and may be kept in the Division Office under the surveillance of the Superintendent or designate.

## 4. Confidentiality

- 4.1 Each Principal shall have a satisfactory method for the input to and safekeeping of student records.
- 4.2 All student records, when not in use, shall be kept under lock and key.

## 5. Release of Information

- 5.1 The parent and student shall be informed of their entitlement to review a student record.
- 5.2 The contents of a student record shall not be disclosed except
  - 5.2.1 To an employee or agent of the Board if the information is necessary and relevant to a matter being dealt with by the employee or agent;

- 5.2.2 With the written permission of:
  - 5.2.2.1 The parent if the student is less than sixteen (16) years of age, or
  - 5.2.2.2 The student or the parent if the student is sixteen (16) years of age or older;
- 5.2.3 With the written permission of the Minister; and
- 5.2.4 In accordance with any regulation under the Education Act.
- 5.3 Assistance in interpreting information will be provided by an appropriate staff member.
- 5.4 Information may be made available to the Board's Discipline Committee.
- 5.5 Access to a student's records, including cumulative records, report cards and parent interviews shall be provided to a non-custodial parent only if the custodial parent gives written permission for such release or if the non-custodial parent provides the Principal with a copy of a court order granting the non-custodial parent access to specific records.

## 6. Review and Hearing

- 6.1 A student who is sixteen (16) years of age or older, or the parent of the student who, after having studied the student's records, find information to be invalid, or record-keeping procedures to be unsatisfactory, may appeal to the Superintendent.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 9, 11, 18, 32, 33, 36, 37, 52, 53, 56, 68, 70, 197, 222 Education Act  
 Child, Youth and Family Enhancement Act  
 Freedom of Information and Protection of Privacy Act  
 Public Health Act  
 Social Development Act  
 Vital Statistics Act  
 Youth Justice Act  
 Section 23 Canadian Charter of Rights and Freedoms  
 Youth Criminal Justice Act  
 Freedom of Information and Protection of Privacy Regulation 200/95  
 Student Record Regulation 225/2006  
 Student Evaluation Regulation 177/2003