

Coast Mountains Board of Education School District 82

5000 Governance

5705 **Student Records: Confidentiality, Appropriate Use, Storage and Retrieval**

Date Revised: June 4/08
Date Adopted: Nov. 1997

Responsibility Centre: Secretary Treasurer
Director of Instruction (Student Support Services)

Policy

In accordance with Sections 79, 7 and 9 of the School Act, the Board of School Trustees shall safeguard student records and unless legally required to do so, shall not release them to any party without the permission of the parent or legal guardian, and if legally required, the student. Final standing and details of attendance, however, may be furnished to parties having a reasonable need of the information.

A "student record" is a record of information in written or electronic form pertaining to (a) a student or (b) a student registered under section 13 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. (School Act, Section 1).

Regulations

The procedures outlined in this document are subject to change with the implementation of BCeSIS. BCeSIS and FOIPPA Policy is currently being developed.

1. General Student Files

The principal shall ensure that all significant information and records (with the exception of the Permanent Record Card) relating to the development of a student is contained in one school file. It is essential that a full and complete record of a student's development be maintained in the student's file. Raw data, working records and materials that are the professional working material of the teacher, school, or district may be stored separately.

The criterion for determining the appropriateness of information to be included in a student's file should be: What do the educators working for the benefit of this student now and/or in the future need to know to help him/her best?

1.1 Inside a student's file folder, there should be a chronological collection of educationally significant documents which includes but is not limited to:

- Copy of Registration Form (may include birth certificate, proof of residence, immigration information);
- Medical Alert Information;
- Legal documents (custody and restraining order notification);

- Copies of Report Cards, including Resource/LA/ESL/Special Education and Summer Session reports;
- School-based Team (SBT) meeting minutes;
- The Individual Education Plan (IEP) or Learning Plan (LP);
- Copy of Standardized Individual Achievement Test Results; (photocopy front page of protocol);
- Copy of District Assessment Tests;
- Recommendations arising from group and/or individual testing;
- Referrals to Student Support Services;
- Reports from Student Support Services (excluding psycho-education reports);
- Copies of formal letters of suspension;
- Notes regarding parent reviews of the files;
- Copy of Request for Adjudication (for Grades 10, 11 and 12 Provincial Exams).

*Each document should be dated and signed by the person making the entry.

1.2 At the end of each school year the documents relating to that year should be critically reviewed and updated as per the list of documents (above). Those deemed to be important and relevant should be collated in chronological order (most recent on top) and stapled (K-12) together with a note indicating the school name, the school year, and the student's grade placement, signed and dated by the person doing the review and collation. Duplication of documents should be avoided.

1.3 Files shall be stored in locking filing cabinets located in a secure area of the school. They shall not be stored in classrooms.

2. Confidential Special Services File

When there is additional confidential information on file, the individual General Student file is flagged ("red label") indicating that a Confidential Special Services file exists. Confidential information is kept in a separate file in a locked and secured location. The Confidential Special Services File should be limited to:

- District Student Support Services assessment reports, e.g. psycho-educational reports (do not include test protocols);
- Reports from outside agencies and ministries;
- Health department reports;
- Medical documentation;
- Integrated Case Management Plan (ICMP);
- Parent release forms;
- *School-based team (SBT) recommendations relevant to referral for designation;
- **Copy of the Individual Education Plan (IEP).

*Schools should organize SBT minutes so that the student's information can be included in the Confidential File without including information regarding any other student. A set of minutes is also maintained in the school's files.

**While the IEP is filed in the General Student File, an additional copy may be filed in the Student Confidential File. The classroom teacher must have a copy of the IEP, which is destroyed when the student is no longer in their class.

*****Only** the recommendations from the psycho-educational assessment report should be copied for teacher use, which is destroyed when the student is no longer in their class.

3. **Teachers Files & Learning Assistance/Resource Room Files**

Notes (electronic or handwritten) may be kept by a classroom teacher, learning assistance/resource teacher or administrator. It is important that teachers and administrators are aware that such records may be requested by parents or students through Freedom of Information legislation.

4. **Transfer of Student Files:**

4.1 **To a public school in B.C.:**

The **General Student File** and **Permanent Record Card (PRC)**, if not on BCeSIS, shall be transferred to another B.C. public school without delay upon receipt of a written request from the principal or designate of the receiving school. If not on BCeSIS, the school shall keep a **copy** of the PRC indicating where and when the file was transferred.

4.2 **To an independent school in B.C. or out-of-province:**

The current Student Learning Plan, if any, the current IEP, if any, and a copy of the Permanent Student Record shall be transferred to an independent school in B.C. or to an educational institution outside of B.C. without delay upon receipt of a written request from the principal or designate of the receiving school. The school shall keep the original General Student File and the Permanent Record Card (if not on BCeSIS) indicating where and when the file was transferred.

Note: The "**Permanent Student Record**" consists of Form 1704 (Permanent Record Card), student progress reports for the two most recent years, or a copy of the Transcript of Grades, issued by the Ministry of Education, and where letter grades are not set out in a student progress report for a student in grade 4, 5, 6, or 7, a written record of those letter grades.

4.3 **To a school within Coast Mountains School District 82:**

Files from partner schools shall be transported to elementary/secondary schools on or before the last day of school each year.

The storage and/or transmission of a student's file is the responsibility of the school in which the student is registered.

5. **Special Instructions**

5.1 When transferring a General Student File only the information normally in the file (as indicated on the list under General Student Files) should be included in the file.

5.2 If there is a **Confidential Special Services File**, the receiving school should be advised of the existence of this file and instructions given to request this file from:

Director of Instruction (Student Support Services)
Coast Mountains School District 82
3211 Kenney Street
Terrace BC V8G 3E9
Phone: 250-638-4453
Fax: 250-635-4287

5.3 A *Release of Information* form, signed by the parent/guardian, legal representative or student of legal age, is required for release of reports originating from Coast Mountains School District 82 and held in the Student Confidential File to schools outside the district.

5.4 If a student has left the school and that student's file has never been requested by another school, the principal of the last enrolling school shall ensure that the Permanent Student Record shall be retained on file in the school for a minimum of fifty-five (55) years. The General Student File shall be stored by the school until the end of the school year during which the student has his/her twenty-first (21st) birthday, at which time it can be disposed of. The Confidential Special Services File may be disposed of at this time; do not send to the District office.

5.5 If a student with a **Confidential Special Services File** has graduated or left school, the student's special services file shall be retained on file by the school district for a minimum of ten years. The confidential special services file shall be limited to:

- District Student Support Services assessment reports, e.g. psycho-educational reports (do not include test protocols);
- Health department reports;
- Medical documentation;
- Integrated Case Management Plan (ICMP);

- Parent release forms;
- Copy of the Individual Education Plan (IEP).

6. Requesting A File From Another District

- 6.1 When a new student registers, the school will send a written request to the student's previous school requesting the **General Student File** (using a school form). Upon receipt of a General Student File from another district the school secretary/records clerk shall review the incoming file. If there is an IEP or LP in the file it should be brought to the attention of the principal; if there is any confidential information in the file it should be removed and brought to the attention of the principal and/or learning assistance/resource teacher.
- 6.2 When a new student registers and the BCeSIS record is accessed, special attention will be made if there is an "Alert" on BCeSIS and notification of appropriate personnel will occur.

7. Requesting A Confidential File

At the time of registration, a signed *Release of Information* form (District form) should be completed and if indicated (by parents or when the General Student File arrives) that a Confidential File exists it should be forwarded to the District Student Support Services office, who will then request the confidential file. When the file is received at the district office, the school and Hazelton Student Support Services Office (if applicable) will be notified. The IEP and copies of any relevant professional reports pertaining to that students designated category will be forwarded to the school.

Ministry of Education Policy:
School Act, Sec. 79, 7, 9, 13, 1

PERMANENT STUDENT RECORD ORDER

Authority: *School Act*, sections 79(3) and 168(2)