



## **SECTION 1000: STUDENTS AND SCHOOLS**

### **POLICY 1035: STUDENT RECORDS**

- *Date Adopted: May 22, 2014*
- 

#### **POLICY STATEMENT**

The Board shall establish, maintain, and safeguard student records in accordance with the School Act, Ministerial Orders, and the Freedom of Information and Protection of Privacy Act.

#### **LEGISLATION/REGULATIONS**

- *School Act, Sections 79, 7 and 9*
- *Freedom of Information and Protection of Privacy Act*
- *Permanent Student Record Order, M082/09 and amended by M200/11*

#### **POLICY**

The Board shall establish, maintain, and 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.

The Board shall, if legally required, release student records to the student. Final Standing and details of attendance may be furnished to parties having a reasonable need of the information.

#### **REGULATIONS**

##### **1. Ministry of Education Definitions**

- a. A **Student Record** is a record of information in written or electronic form pertaining to a student or a student registered under Section 13 with a school.
- b. A **Permanent Student Record** consists of the Permanent Record Form 1704 and at least the two most recent years of Student Progress Reports or an official copy of the Transcript of Grades.



### 1. Ministry of Education Definitions *(continued)*

- c. A **Student File** contains copies of current records used in the planning and administration of the student's education program. The content of a Student File will differ with each student, but must contain at least the following:
  - i. current student record inclusions as listed on the most recent Form 1704
  - ii. a copy of the student's current Student Learning Plan and/or Student Intervention Plan (if applicable)
  - iii. a copy of the student's current Individual Education Plan (IEP) (if applicable)
- d. A Student Record **does not** include a record prepared by a person if that person is the only person who will have access to it.

### 2. Coast Mountains School District Definitions

- a. A **General Student File** is the Student File referred to in the Ministry of Education definitions.
- b. A **School Confidential File** contains confidential documents pertaining to a student's educational program and is stored within the school.
- c. A **District Confidential File** contains confidential documents pertaining to a student's educational program and is stored within the district Learner Support office.

### 3. Ministry of Education Requirements

- a. A Student Record must be established and maintained that includes both:
  - i. the most recent Ministry of Education Form 1704 entitled "Permanent Student Record" and
  - ii. all documents required to be listed as inclusions on the form entitled "Permanent Student Record"
- b. The Student Record must include student progress reports for the two most recent years or a copy of the Transcript of Grades issued by the Ministry of Education.
- c. 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 must be included.



### **3. Ministry of Education Requirements** *(continued)*

- d. The Student Record must include the student's current IEP, if applicable.
- e. The Student Record must be completed in accordance with the Ministry's "Permanent Student Record Completion Instructions," which are in effect at the time of completion.

### **4. Retention of Records**

- a. The Board must retain Student Records (as defined above) for 55 years from the date on which the student withdraws or graduates from school.
- b. After a student has withdrawn or graduated from the education system, records contained in a General Student File should be retained according to current Coast Mountains School District 82 (CMSD82) procedures.
- c. If a student with a District Confidential File has graduated or left school, the student's District Confidential File shall be retained on file by the school district for a minimum of ten years. The District Confidential File shall be limited to:
  - i. District Learner Support assessment reports
  - ii. Health Department reports
  - iii. Medical documentation
  - iv. Integrated Case Management Plan
  - v. Parent Release Forms
  - vi. Individual Education Plan

### **5. CMSD82 School Procedures**

- a. The storage and transmission of student records are the responsibility of the principal of the school in which the student is registered.
- b. The school principal shall ensure that all significant student information and records are kept in files, as outlined above.
- c. Electronic and/or handwritten raw data, working records, and notes that are the professional working material of the teacher, school, or district may be stored separately from the Student Record and the General Student File.



**5. CMSD82 School Procedures** *(continued)*

- i. Teachers and administrators shall be aware that such records may be requested by parents, guardians, or students through the *Freedom of Information and Protection of Privacy Act*.

**6. CMSD82 Requirements: General Student File**

- a. 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?"
- b. The General Student File should contain a chronological collection of educationally significant documents which includes but is not limited to:
  - i. Copy of Registration Form (may include copies of birth certificate, proof of residence, immigration information)
  - ii. Medical Alert Information
  - iii. Legal documents (custody and restraining order notification)
  - iv. Copies of Report Cards, including Resource Teacher reports, English Language Learner reports, and Summer Session reports
  - v. School Based Team (SBT) meeting minutes
  - vi. The Individual Education Plan (IEP), Student Learning Plan, and/or Student Intervention Plan (if applicable)
  - vii. Copy of Standardized Individual Achievement Test Results (photocopy front page of protocol)
  - viii. Results of District Assessment Tests
  - ix. Recommendations arising from group and/or individual testing
  - x. Referrals to Learner Support Department
  - xi. Reports from Learner Support Department (excluding psycho-education reports)
  - xii. Copies of formal letters of suspension
  - xiii. Notes regarding parent reviews of the files
  - xiv. Copy of Request for Adjudication (for Grades 10, 11 and 12 Provincial Exams).



**6. CMSD82 Requirements: General Student File** *(continued)*

- c. Each document should be dated and signed by the person making the entry.
- d. At the end of each school year the documents relating to that year should be critically reviewed and updated according to the list of documents (above).
- e. 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.
- f. Files shall be stored in locking filing cabinets located in a secure area of the school. They shall not be stored in classrooms.

**7. CMSD82 Requirements: Confidential Files**

- a. When there is additional confidential information available for a student, the General Student File is flagged ("red label") indicating that a District Confidential File exists.
- b. The District Confidential File shall be kept in a locked and secured location.
- c. The District Confidential File should be limited to:
  - i. District Learner Support assessment reports (do not include test protocols)
  - ii. Reports from outside agencies and Ministries
  - iii. Health Department reports
  - iv. Medical documentation
  - v. Integrated Case Management Plan
  - vi. Parent Release Forms
  - vii. School Based Team (SBT) recommendations relevant to referral for designation (Note: 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)
  - viii. Copy of Individual Education Plan



## **8. Document Transfers: Out of District**

- a. The storage and/or transmission of student records is the responsibility of the school in which the student is registered.
- b. On receipt of a request from a Board to which a student transfers and is enrolled, the principal must transfer the student records to that Board.
- c. Where a former student of the Board is enrolled in an independent school or an educational institution outside the Province, and the Board receives a request from that independent school or educational institution, the principal must transfer a copy of the student records.
- d. At the time of student registration, a signed *Release of Information* form should be completed.
- e. If the *Release of Information* form indicates that a Confidential File exists, the form should be forwarded to the Director of Instruction (Learner Support), who will request the Confidential File.
- f. A *Release of Information* form is required for release of reports originating from Coast Mountains School District and held in a District Confidential File.

## **9. Document Transfers: Within District**

- a. If student records and files are to be transferred to a school within Coast Mountains School District, files from partner schools shall be transported to elementary/secondary schools on or before the last day of school each year.
- b. 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.
- c. If a student has left the school and that student's files have never been requested by another school, the principal of the last enrolling school shall ensure that the:
  - i. Permanent Student Record shall be retained on file in the school for a minimum of fifty-five (55) years.
  - ii. 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.
  - iii. School Confidential Files should be sent to the Director of Instruction (Learner Support).



## 9. Document Transfers: Within District *(continued)*

- d. If a student with a **District Confidential File** has graduated or left school, the student's Confidential File shall be retained by the school district for a minimum of ten years. The District Confidential File shall be limited to:
  - i. District Learner Support assessment reports, e.g. psycho-educational reports (do not include test protocols)
  - ii. Health department reports
  - iii. Medical documentation
  - iv. Integrated Case Management Plan (ICMP)
  - v. Parent release forms
  - vi. Copy of the Individual Education Plan (IEP)

## 10. Requesting A File From Another District

- a. When a new student registers, the principal of the school will send a written request to the student's previous school requesting the Permanent Student Record and the Student File.
- b. Upon receipt of a General Student File from another district the school secretary or records clerk shall review the incoming file. If there is an Individual Education Plan (IEP), Student Learning Plan, or any confidential information in the file, it should be brought to the attention of the principal.
- c. When a new student registers, special attention will be made if there is an "Alert" and the principal will be notified.

## 11. Requesting A Confidential File

- a. If the *Release of Information* form indicates that a Confidential File exists, the information should be forwarded to the Director of Instruction (Learner Support) who will then request the Confidential File.
- b. When the Confidential File is received at the district office, the school will be notified. The IEP and copies of any relevant professional reports pertaining to the student will be forwarded to the school.