

4610 Students' Personal Records

Policy 4610

STATUS: ADOPTED

*STUDENTS' PERSONAL RECORDS - FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT*

Adopted and Codified: June 28, 1995

Last Revised: June 19, 2013

Description:

The Board of Education directs that 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 - FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Adopted and Codified: June 28, 1995

Last Revised: June 14, 2000; June 23, 2021

Description:

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. Student records shall be subject to the following guidelines regarding content, access and storage.

Content of Student Records

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.
2. Notes prepared by and for the exclusive use of a teacher or administrator 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.
3. The student's school file may contain, but not be limited to the following:
 - i) school progress and achievement history
 - ii) individual educational plans
 - iii) medical information as provided at the option of the parent or public health
 - iv) a summary of interpretive tests and/or interpretive reports based on such tests. All such entries shall include the name of the person conducting the test and the entry date.
 - v) professional assessment reports from staff and/or from outside agencies
 - vi) demographic information including legal name, birthdate, legal guardianship, citizenship and visa information if applicable, and other information required by the Ministry of Education
4. The student's school file shall contain a reference to the location of any information that is being maintained outside the central file.

Access to Student Records

1. A student or parents or guardians shall have the right to review the student's records by arrangement through the school principal.
2. Achievement records will be forwarded to others, only upon the written request of the student or former student or parent or guardian.

Removal or Correction of Student Records

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's records. Such a request must be made in writing, either on forms provided or in a letter.

2. The Principal, upon receiving such a request, will make a recommendation to the Information and Privacy Coordinator, who may consult with the Superintendent-before making a final decision.
3. If the District denies the request, the applicant shall be informed of the right to appeal to the Commissioner of Information and Privacy.

Security and Retention of Student Records

1. All employees working with students records must ensure the security and confidentiality of those records, including the access to those records.
2. The student's Permanent Record Card shall be retained for 55 years following the year of graduation. No other student record shall be kept beyond its useful life.
3. Before school files are transferred to another school, the student data will be reviewed and any information no longer considered relevant by the Principal will be discarded.
4. When a student transfers to a school outside our province or the public school system, documents will be shared in accordance with SD59 Administrative Procedure AP 110. The original student file, including a print copy or the permanent record card shall be kept at the school for two years.
5. Secondary student files will remain in the school for at least two years after graduation. After that time, the permanent student record and transcript of grades will be sent to the Board Office. Documents to be maintained will also be scanned in accordance with SD59 Administrative Procedure AP 110.
6. Student records are to be maintained in locking file cabinets or a locked room and access will be to authorized personnel only.