



ADMINISTRATIVE POLICY NO. 416

IMPLEMENTATION FALL 2006

STUDENT RECORDS

The Board of Education expects staff members to produce and maintain records to assist in provision of educational programs for all students. Information in these records serves two purposes:

1. To provide working records about students currently enrolled in the school division and,
2. To provide a permanent record of each student's attendance, achievement, and personal information that is pertinent to the student.

All such records are for educational purposes only and are to be treated as confidential and for use only by educational professionals and appropriate supportive professional staff.

PROCEDURES

1. General

- a. The school principal, except where noted, is responsible for the collection, maintenance, and release of student records.

2. Cumulative Records

- a. Cumulative records are working records for students currently enrolled. They contain information relevant to a student's educational program.
- b. Information to be collected includes: student and parent/guardian identification, major medical disorders of students, student achievement, and school attendance.
- c. Information collected by other agencies that may be considered part of the working record.

- d. Information requested by the Department of Learning as part of special education programs may be considered part of a student's working record.
- e. Each active working record should be reviewed annually to ensure that it is kept current and to eliminate information that no longer serves an educational purpose.
- f. School cumulative files shall be forwarded to the school division office, or some other designated collection and filing area within two years of a student's graduation and/or leaving school.

3. Access

- a. Access to a working record will be provided as follows:
 - i. To a student whose parents or guardians are in attendance when access is granted.
 - ii. To a parent or guardian of a student where the student is dependent on the parent or guardian.
 - iii. To a student who is eighteen years of age or older. To a student who is sixteen years of age or older and living independently.
 - iv. To duly authorized officers of the Department of Learning.
 - v. To school officials designated by the Board.
 - vi. To a youth worker, as defined in the *Youth Criminal Justice Act, 2002*, who requests access for purposes of that Act.
 - vii. When requested by subpoena.
 - viii. To third parties, but excluding registrars of post secondary educational institutions, where written authorization for information release is obtained from the parents or guardians of students seventeen years of age or younger, or from students eighteen years of age or older or sixteen years of age or older and living

independently. All letters authorizing information release shall be retained by the board.

- b. Requests by parents/guardians or students for access to school records are to be made to the principal. The principal or designate must be in attendance to interpret the information. Requests for access to student records located at the School Division Office must be made to the appropriate Superintendent. The Superintendent or designate must be in attendance to interpret the information.

4. *Transfer of Records*

- a. Working records may be transferred upon request of the principal of the receiving school.

5. *Permanent Records*

- a. The following documents are to be retained permanently:
 - i. School registers
 - ii. Student registrations
- b. All records are to be retained in accordance with the Regulations to *The Education Act, 1995*.