

STUDENT RECORDS

Background

Properly maintained and managed student records are a cornerstone of the education system.

The District will create and maintain a student record system that efficiently and accurately reflects the current and historic status of all students as required by current legislation. The records will be used in accordance with the Freedom of Information and Protection of Privacy Act.

Definition

Student record means a record of information in written or electronic form pertaining to:

- a student, or
- a child registered under Section 13 of the School Act 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.

Procedures

1. Contents

- 1.1. Student records shall include the Permanent Student Record and Student File as defined by the Ministry of Education. Where applicable, student records shall also contain records from the Student Information System, Health Service information, Support Service information, Court Orders and custody information, legal documents such as name change or immigration records, Student Learning Plan and Individual Education Plan, any notification that a student is registered as receiving home schooling.

2. Responsibility

- 2.1. Principals are responsible for the establishment, security and maintenance of the Permanent Student Record and student files for each student registered in their school, and for ensuring that these and other student records are appropriately maintained within the context of this Administrative Procedure.
- 2.2. When a Distributed Learning or Continuing Education student cross enrolls to the District ConnectEd Learning Centre from another school within the District, the student's school of record (home school) will collect, maintain and store the required Ordinarily Resident registration information.

3. Access to and Disclosure of Student Records

- 3.1. Access to and disclosure of student records shall be in accordance with the School Act, the Freedom of Information and Protection of Privacy Act (FOIPPA) and other applicable legislation.

- 3.2. Prior to access being granted to anyone other than a parent, student or British Columbia public school district representative, the records shall be reviewed by the Secretary-Treasurer to ensure that there is no reference to, or personal information of others, in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

4. Official Copies

- 4.1. Most secondary school student transcripts and graduation certificates are available from the Ministry of Education.
- 4.2. Official copies of report cards, statements of standing and academic transcripts shall be provided to a student, to a former student, to a parent, or an agency or institution on behalf of a student provided explicit written permission has been granted by the student, former student, or parent and upon payment of a fee up to the equivalent amount charged by the Ministry of Education.

5. Shared Services

- 5.1. A person providing health services, social services or other support services under Sections 79 and 88 of the School Act shall be granted access to any information in a student record which may be required to carry out his or her duties.

6. Transfer of Records

- 6.1. Each Principal shall maintain a record of details involved in the transmission of the student files for which it is/was responsible. The records shall include: student name, date of birth, name and address of receiving school, and date of transmission.
- 6.2. A student's file shall be transferred to another educational institution in which the student has enrolled in accordance with the following guidelines:
 - 6.2.1. District schools
 - 6.2.1.1. The student file shall be transferred without delay upon receipt of a written request from the Principal of the receiving school.
 - 6.2.2. British Columbia Public Schools outside the District (including provincial distance education schools).
 - 6.2.2.1. The student file shall be transferred without delay upon receipt of a written request from the Principal of the receiving school.
 - 6.2.3. Schools outside the British Columbia Public School System (i.e. independent schools, out-of-province)
 - 6.2.3.1. Copies of the student file and copies of the Permanent Student Record shall be transferred without delay upon receipt of a written request from the Principal of the receiving school supported by a written request for the transfer of the file made by the parent or legal representative of the student, or by the student if he/she is an adult. These requests shall then be stored with the student's Permanent Student Record which is retained in the British Columbia public school system.

7. Retention

- 7.1. The Permanent Record Card and selective information shall be contained in the student record and be retained by the school when a student withdraws from school or graduates.
- 7.2. All general information (i.e. internal reports, teacher comments, referrals etc.) contained in a student record must be kept until the student reaches the age of twenty-five (25) years.
- 7.3. Graduated Students – the permanent Record Card and Official Student Transcript shall be electronically filed by graduation year, alphabetically and shall be kept for fifty-five (55) years after the date of graduation by each secondary school.
- 7.4. Withdrawn Students – when a student withdraws from the system, report cards for the last two (2) years shall be kept with the Permanent Record Card. The student record shall be electronically filed by birth year, alphabetically and be retained for fifty-five (55) years after the student would normally have graduated.

Reference: Sections 7, 9, 13, 17, 20, 22, 65, 79, 85, 88 School Act
Divorce Act
Interpretation Act
Freedom of Information and Protection of Privacy Act
School Records Disclosure Order M14/91
Family Relations Act
Permanent Student Record Order M082/09
BC Ministry of Education – Permanent Student Record Instruction

Adopted: November 2019
Revised: