

STUDENT RECORDS

Background

In order to provide appropriate instruction and educational services, the District maintains information on students and their families. Pertinent information in these records shall be readily available to appropriate school personnel, be accessible to the parents of school-age students or to the student in accordance with legislation, yet will be guarded as confidential information.

The records shall also be available with proper authorization, to a person planning for the delivery of, or delivering health, social, or support services to the student, or to the Board's insurer to the extent necessary to meet any claims being made against the insurance provided to the Board by that insurer. Such records are released on the understanding that the person receiving such information shall not disclose it except for the purpose intended.

The Superintendent shall ensure the proper administration of student records in accordance with legislated requirements, as well as the need for efficient and safe collection and retention of student information.

All individual student records maintained by the District are confidential, including individual addresses and telephone numbers.

Procedures

1. Records on all students attending school in British Columbia are kept on Permanent Student Record cards, in regular student files and confidential student files.
2. Permanent Student Record (PSR)
 - 2.1 The PSR card maintains records of:
 - 2.1.1 Student's date of entry;
 - 2.1.2 Student's attendance record;
 - 2.1.3 List of student record inclusions;
 - 2.1.4 Record of schools attended.
 - 2.2 Permanent Student Records are filed in the general office of the school the student attends. Parents or students may examine the Permanent Student Record while accompanied by the Principal, and may subsequently obtain copies or extracts.
 - 2.3 When a student transfers from one B.C. public school to another, upon request, the original Permanent Student Record and copies of the two (2) most recent years of Student Progress Reports, the current Student Learning Plan and the current Individual Education Plan (IEP), and the documents referenced in the Student Record Inclusions section, as well as any other information deemed relevant, will be sent to the Principal of the receiving school.
 - 2.4 When a student is leaving the B.C. public school system to enroll in an independent school, or a school outside the province, a copy of the Permanent Student Record and

the two (2) most recent years of Student Progress Reports, the current Student Learning Plan, the current IEP, and optionally any documents deemed relevant are to be sent to the receiving Principal upon request.

2.4.1 The original Permanent Student Record shall be maintained at the sending school.

2.5 When a student withdraws or graduates from the B.C. public school system, the Permanent Student Record and either the two (2) most recent years of Student Progress Reports or an official copy of the Transcript of Grades shall be stored or archived for a period of fifty-five (55) years from the date the student withdraws or graduates, as required by the Ministry.

3. Student File

3.1 The student file must include:

3.1.1 All documents listed as inclusions on the Permanent Student Record, including two (2) most recent years of Student Progress Reports or Transcript of Grades.

3.1.2 Copy of current Student Learning Plan, if any.

3.1.3 Copy of current Individual Education Plan (IEP), if any.

3.1.4 Information deemed relevant to the student's education program.

3.2 The student file is filed in the general office of the school where the student attends.

3.3 Parents or students may examine the student file while accompanied by the Principal, and may subsequently obtain copies or extracts.

3.4 When a student transfers from one B.C. public school to another, upon request, the student file will be sent to the Principal of the receiving school.

3.5 If a student is leaving the B.C. public school system to enroll in an independent school in B.C., or if a student is leaving the B.C. public school system to enroll in any school (public or private) outside the Province of B.C., parental consent is required prior to forwarding the student file.

4. Confidential Files

4.1 Individually administered aptitude tests, confidential reports, and other sensitive materials (information other than objective descriptions on student progress, etc.) are not to be placed in the regular student file.

4.1.1 These materials are to be placed in a separate file kept under supervision of the Principal.

4.2 Parents or students may examine the confidential file while accompanied by the Principal and may subsequently obtain copies or extracts.

4.2.1 When the file contains results of individual aptitude testing administered by District personnel, arrangements are to be made to have the author of the report, or in the author's absence the regional psychologist, in attendance to assist the parent in interpreting the results.

5. Release of Information

5.1 Provision of information from student records to outside agencies shall normally require parental authorization on the appropriate form.

5.2 Where such permission is unavailable or inappropriate, but information is required by a person planning or delivering health services, social services, or other support services to the student, the appropriate written authorization must be given by the District official in charge of student services.

Reference: Sections 7, 17, 20, 22, 65, 85 School Act
Divorce Act
Interpretation Act
Freedom of Information and Protection of Privacy Act
School Records Disclosure Order M14/91
Family Relations Act

Adopted: July 10, 1978

Revised: November 14, 1978; October 18, 1982; February 1984; August 1, 1990; October 2000; November 2001;
May 2002; September 24, 2018