

	Chinook's Edge School Division – Administrative Procedure	
	AP 3 – 18 Student Records	
Related Policies:		Initial Approval:
Related Procedures:		Last Amended: 2021 September 17
Exhibits: Exhibit 1 Students Records		Last Reviewed: 2019 November 26

PURPOSE

To ensure that student records are maintained for each individual student.

SCOPE

This procedure applies to all staff and students.

DEFINITIONS

Record – means a record of information in any form regardless of its medium. Records include books, electronic documents, documents, maps, drawings, photographs, letters, vouchers, papers and any other information that is written, photographed, recorded or stored in any manner.

Student Record – refers to the Cumulative file (including the Confidential and Discipline files). All students will have a Student Record (Cumulative file). Some students may have a Confidential and/or a Discipline file as part of their Student Record.

PROCEDURES

1. All records created by an employee of the Board or an individual contracted by the Board are the property of the Board. The Board has the authority to control and manage student records/files throughout their life cycle including directing and administering their use or disclosure.
2. The Student Record contains personal information, so shall be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. Personal information will be collected from individuals, parents or guardian(s) if possible, used only for the purpose it was collected and protected from access by anyone not authorized or without written consent.
3. All Student Records shall be managed through their life cycle by applying the retention and disposition process in accordance with the Division approved Organizational Records Structure.
4. The Principal shall ensure that the Student Record is complete, appropriate, properly secured, stored and updated annually.

Student Record Composition

- 1.1 All students must have a Student Record (Cumulative). Chinook's Edge student Cumulative CUM records may consist of three parts – the required student cumulative file, a student Confidential file and/or a student Discipline file.
- 1.2 If a student has a Confidential and/or Discipline File, notification must be indicated on the Student Record (Cumulative) to cross reference to the Confidential File and/or the Discipline File. Confidential Files will be red and Discipline Files will be green. A corresponding red and/or green dot will be placed on the Student Record (Cumulative) File to indicate the existence of the Confidential and/or Discipline Files.

2 Student Records Content

2.1 Contents of the Student Record (Cumulative File):

The Student Record must contain all information affecting the decisions made about the education of the student that is collected or maintained by the Division, regardless of the manner in which it is maintained or stored, including:

- 2.1.1 The student's name as registered under the *Vital Statistics Act* or, if the student was born in a jurisdiction outside Alberta, the student's name as registered in that jurisdiction, and any other surnames by which the student is known
- 2.1.2 The student identification number assigned to the student by the Minister and any student identification number assigned to the student by a Division
- 2.1.1 The name of the student's parents and/or guardian
- 2.1.2 A copy of any separation agreement or court order as per the Family Law Act
- 2.1.3 The birth date of the student
- 2.1.4 The sex of the student
- 2.1.5 A copy of the student's birth certificate if the student was born in Canada or a copy of another official document acceptable to the Division, if the student was born outside Canada
- 2.1.6 The addresses and telephone numbers of the student and of the student's parent and/or guardian
- 2.1.7 The Board of which the student is a resident student
- 2.1.8 The citizenship of the student and if the student is not a Canadian citizen, the type of visa or other document pursuant to which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document
- 2.1.9 The names of all schools attended by the student in Alberta and the dates of enrolment, if known
- 2.1.10 An annual summary or a summary at the end of each semester of the student's achievement or progress in the courses and programs in which the student is enrolled
- 2.1.11 The results obtained by the student on any:
 - 2.1.11.1 Diagnostic test, achievement test and diploma examination conducted by or on behalf of the Province
 - 2.1.11.2 Standardized tests under any testing program administered by the Division to all or a large portion of the students or to a specific grade level of students.
- 2.1.12 The results of any application under the Student Evaluation Regulation (AR 177-2003) for special provisions or directives
- 2.1.13 Any health information that the parent of the student or the student wishes to be placed on the student record
- 2.1.14 An annual summary of the student's school attendance
- 2.1.15 For high school students, a copy of individual timetables for each semester
- 2.1.16 If the parent of the student is eligible to have the student taught in the French language pursuant to Section 23 of the Canadian Charter of Rights and Freedoms, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right
- 2.1.17 If the parent of the student or the student wishes to provide information that the student is of aboriginal ancestry, a notation indicating whether the student is Status Indian/First Nations, Non-Status Indian/First Nations, Metis or Inuit
- 2.1.18 Original copies of Individualized Program Plan, Behavioural Supports Plans or Success in School Plans specifically devised for a student, the plan(s) and any amendments to the plan(s) must be placed on the Student Record (Cumulative File) of that student. Current working copies of these plans are placed in Confidential file and at year end are transferred to the Cumulative file.

- 2.1.19 Any information that in the board's opinion would clearly be injurious to the student if disclosed, where inclusion of the information in the student record would, in the board's opinion, be
 - (a) in the public interest, or
 - (b) necessary to ensure the safety of students and staff.

2.2 Contents of the Student Record (Confidential File):

The Student Record (Confidential) must contain all information affecting the decisions made about the education of the student that is collected or maintained by the Division, regardless of the manner in which it is maintained or stored, including:

- 2.1.1 The student's name as registered under the *Vital Statistics Act*; or, if the student was born in a jurisdiction outside Alberta, the student's name as registered in that jurisdiction, and any other surnames by which the student is known
- 2.1.2 The student identification number assigned to the student by the Minister and any student identification number assigned to the student by a Division
- 2.1.3 The name of any formal intellectual behavioral or emotional assessment or evaluation administered individually to the student by a Division, the date of the assessment or evaluation and the name of the person who administered the assessment or evaluation;
- 2.1.4 Any interpretive report relating to the student and any action taken as program planning as a result of the assessment, evaluation or interpretive report
- 2.1.5 Original copies of Individualized Program Plan, Behavioural Supports Plans or Success in School Plans specifically devised for a student, the plan(s) and any amendments to the plan(s) must be placed on the Student Record (Cumulative File) of that student. Current working copies of these plans are placed in the Confidential file and at year end are transferred to the Cumulative file.
- 2.1.6 A year end summary of anecdotal records that were used to direct student programming
- 2.1.7 A test instrument or any part of it.
- 2.1.8 In relations to any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by a board,
 - (i) The name of the assessment or evaluation
 - (ii) A summary of the results of the assessment or evaluation
 - (iii) The date of the assessment or evaluation
 - (iv) The name of the individual who administered the assessment or evaluation
 - (v) Any interpretive report relating to the assessment or evaluation, and
 - (vi) Any action taken as program planning as a result of the assessment or evaluation or interpretive report.
- 2.1.9 In relation to any independent formal intellectual, behavioral or emotional assessment or evaluation requested by the student's parent and administered to the student by an independent party,
 - (i) The name of the assessment or evaluation
 - (ii) A summary of the results of the assessment or evaluation
 - (iii) The date of the assessment or evaluation
 - (iv) The name of the individual who administered the assessment or evaluation
 - (v) Any interpretive report relating to the assessment or evaluation, and
 - (vi) Any action taken as program planning as a result of the assessment or evaluation or interpretive report.
- 2.1.10 If a Violence Threat / Risk Assessment Meeting is convened regarding the student, a Division generated form indicating the occurrence of the meeting will be placed on the student record.

2.2 Contents of a Student Record (Discipline File):

The Student Record (Discipline File) must contain all information affecting the decisions made about the education of the student that is collected or maintained by a Division, regardless of the manner in which it is maintained or stored, including:

- 2.2.1 The student's name as registered under the *Vital Statistics Act*; if the student was born in a jurisdiction outside Alberta, the student's name as registered in that jurisdiction, and any other surnames by which the student is known
- 2.2.2 The student identification number assigned to the student by the Minister and any student identification number assigned to the student by a Division
- 2.2.3 Information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the *Act*, which must be recorded and retained on the student record for a minimum period of one year and a maximum period of 3 years following the date of the suspension or expulsion after which the information must be removed from the student's record.

3 Contents Not Included in the Student Record

- 3.1 Pursuant to Section 3 of the Student Record Regulation, the following information should not be included in the Student Record:
 - 3.1.1 Notes and observations prepared by and for the exclusive use of a teacher, teacher's assistant, counsellor or principal, and that are not used in program placement decisions
 - 3.1.2 A report or an investigation record relating to the student under the *Child, Youth and Family Enhancement Act*
 - 3.1.3 Counselling records relating to the student that is or may be personal, sensitive or embarrassing to the student, or any information that identifies a student as a young person as defined in the *Youth Justice Act* or the *Youth Criminal Justice Act* (Canada) and all information relating to that student in that capacity
- 3.2 The Principal shall ensure that the information referred to in this section is disclosed only in accordance with the *Freedom of Information and Protection of Privacy Act*.
- 3.3 Notwithstanding Section 3 of the Student Record Regulation, the Principal may include in a Student Record counseling records relating to the Student that is or may be personal, sensitive or embarrassing to the student, or any information that identifies a student and that in the Principal's opinion would clearly be injurious to the student if disclosed, but where inclusion of the information in the Student Record would, in the Principal's opinion, be:
 - 3.3.1 In the public interest
 - 3.3.2 Necessary to ensure the safety of students and staff.

4 Retention of a Student Record:

- 4.1 The Division shall keep all Student Records until the student reaches age twenty-six (26). If a student transfers from a school in Alberta to a school outside Alberta, the Principal shall send a copy of the Student Record and keep the original Student Record until the student reaches age twenty-six (26).
- 4.2 Information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the *Education Act*, must be recorded and retained on the student record for a minimum period of one year and a maximum period of 3 years following the date of the suspension or expulsion after which the information must be removed from the student's record.

5 Disposal of a Student Record:

- 5.1 The Division shall destroy Student Confidential Files that are no longer required to be kept as per Administrative Procedure 1 - 01 Records and Information Management.

6 Access to Review a Student Record:

- 6.1 The Principal or designate as deemed by the Principal shall have access to review the Student Confidential File which shall be kept in a locked/secured file cabinet for use in programming and placement decisions and the parent/guardian or student may have access with the Principal's prior approval.

7 Disclosure of a Student Record:

- 7.1 The principal shall ensure that the contents of the Student Record are only disclosed:
- 7.1.1 In accordance with Sections 2, 3, 7 and 8 of this Administrative Procedure
 - 7.1.2 In accordance with Section 40 of the *Freedom of Information and Protection of Privacy Act*
 - 7.1.3 To an employee of the Division if the information is necessary for the performance of the duties of the employee
 - 7.1.4 At the written request of the Minister of Education if the information is necessary for the performance of the duties of the Minister.
- 7.2 The Principal shall, at the written request of a medical officer of health as defined in the *Public Health Act* or his designate, disclose:
- 7.2.1 A student's name, address, date of birth, sex and school; and
 - 7.2.2 The name, address and telephone number of the student's parent or guardian to the medical officer of health or his designate for the purpose of contacting parents or guardians regarding voluntary health programs offered by the regional health authority, including immunization, hearing, vision, speech and dental health programs, and for the purpose of communicable disease control.
- 7.3 The Principal shall disclose information contained in a Student Record, to the Department of Justice of the Government of Alberta or to its designate at the written request of the Department of Solicitor General and Public Security or its designate for the purpose of administering the *Youth Justice Act (Alberta)* or *the Youth Criminal Justice Act (Canada)* or carrying out any program or policy under either Act.
- 7.4 The Principal, at the written consent of the parent if the student is under 16 of age, or the student or parent if the student is 16 years of age or older, shall disclose information contained in a Student Record if the request for disclosure of information is not already covered under Sections 2, 3, 7, or 8 of this Administrative Procedure. Forms for this written consent are available from the Department of Student Services and are specific to the purpose of the request.

8 Student Transfer

- 8.1 If a student transfers to another school in Alberta, the Principal, on receipt of a written request from that school will send the original Student Record
- 8.2 If a student transfers to a school outside Alberta, the Principal, on receipt of a written request from that school, shall send a copy of the Student Record containing the information referred to in Section 2 of this Administrative Procedure and keep the original until student reaches age twenty-six (26)
- 8.3 The Principal shall keep the "Authorization to Release Student Records" (Exhibit I) until student reaches age twenty-six (26) in place of the Student Record.

REFERENCE AND LINKS

Education Act

Freedom of Information and Protection of Privacy Act
Youth Justice Act (Alberta)
Youth Criminal Justice Act (Canada)
Child, Youth and Family Enhancement Act
Student Evaluation Regulation (AR 177-2003)
Public Health Act
Student Record Regulation 225-2006

HISTORY

2011 Feb 10	Amended
2011 Sept 30	Amended
2012 Sept 30	Amended
2014 Sept 30	Reviewed
2014 April 29	Revised
2019 Nov 26	Reviewed