

Student Records Policy (September 2022)

Developed in consultation with the Federation of Independent School Associations and the Ministry of Education and adapted in parts from the North Vancouver School District.

Policy

It is important to understand that the school must collect and be responsible for sensitive information for organizational needs. It is the expectation of the school that this information will always be maintained within confidence, trust and the requirements of the Personal Information Protection Act.

The Independent School Act (section 6.1), sections 9 and 10 of the Independent School Regulation (the Regulation), and the Student Records Order (I 1/07) (the Order) provide a legal framework for student records on which an independent school must ensure their practices align with regarding student records. Section 9(2)(a) of the Regulation obliges independent school authorities to establish written procedures regarding the storage, retrieval and appropriate use of student records.

The school will establish and maintain a student record for each student registered under Section 13 of the *School Act* and in accordance with Section 79 and 79.1 of the *School Act* and *Ministerial Order 082/09 Permanent Student Record*.

Although the school is the holder of all student records, these are the property of the School Board/Authority. They are prepared for educational use and require sensitive treatment to ensure confidentiality and to make effective use of them on behalf of students.

Student Record Guidelines

The term “student record” as defined in the Independent School Act and referenced in this policy refers to a record of information in written or electronic form in respect of a student, but it does not include a record prepared by a person if that person is the only person with access to that record. The “Permanent Student Record (PSR)” as defined in the Student Records Order is a specific subset of student records.

Permanent Student Record (PSR)

The School will follow the following guidelines in relation to the Permanent Student Record.

- A. Elements of the Student Record (Student Records Order, Section 2) stipulate the required items within the Permanent Student Record, as defined in the Order:
 - a. Form 1704, PSB 048 (revised 1997) completed according to the current Permanent Student Record Instructions requirements
 - b. Copies of a minimum of the two most recent years of Student Progress Reports or an official transcript of grades
 - c. Individual Education Plan (IEP) where applicable

- d. Copies of documents listed as inclusions (see explanatory information in section B. below).

B. Permanent Student Record (Form 1704) Inclusions

- a. Inclusions are documents (or copies of documents) used to plan or support a student's educational program. Not all students will have inclusions as part of their Permanent Student Record. Inclusions are listed in the "Inclusion Section" on Form 1704, noting date entered, title and expiry/rescinded date (if applicable). If the space for inclusions becomes full, it may be necessary to create a second portion and attach it to the form for future additions. Documents listed as Permanent Student Record inclusions on Form 1704 become components of the Permanent Student Record and are required to be transferred with Form 1704 if the student enrolls in another school.
- b. Required Inclusions - the following items must be filed with Form 1704, and dated and listed as an inclusion in the appropriate section on Form 1704, for any student to whom these may apply
 - i. health services information as indicated by the medical alert checkbox (see Form 1704) such as diabetes, epilepsy, anaphylaxis producing allergies, blood clotting disorders, and serious heart conditions; any other condition which may require emergency care (after consultation with health care professional); situations/conditions which may interfere with student performance, health, or behavior (hearing aids, prescribed medication, cerebral palsy, cystic fibrosis, etc.); and severe allergies in K-3 students to school based allergens
 - ii. court orders as indicated by the legal alert checkbox (see Form 1704) or their rescinding date if applicable;
 - iii. other legal documents (e.g. name change or immigration document);
 - iv. support services information (e.g. psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities);
 - v. Individual Education Plans (IEP's) or Case Management Plans (CMP's);
 - vi. Notification of student being homeschooled
- c. Optional Inclusions - the following optional inclusions may be listed on Form 1704 but the school is not required to do so:
 - i. standardized test scores;
 - ii. records of information which an educator deems relevant and important to the educational program of the student;
 - iii. award information (Ministry awards information should include year, date and serial number of the award).

PSR Retention

The PSR will be retained by the school until another school requests the PSR or for 55 years after a student has withdrawn and not enrolled in another K-12 school, or graduated from the school. Permanent Student Records will be stored securely and in a manner that ensures the record's

preservation from calamity (fire, flood, etc.). Furthermore, the school will ensure all records are protected as required (under Section 34 of PIPA) to protect personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks.

If a student withdraws from the school and enrolls in another K-12 educational institution, the school will, upon request from the enrolling K-12 educational institution, transfer the PSR.

Administrative Procedures

The confidentiality of student records is to be maintained at all times; however, subject to administrative procedures associated with this policy, all student records kept by the school pertaining to the student, may be made available to parents, guardians, and to former students who have attained legal age, in accordance with the *School Act*, the *Freedom of Information and Personal Information Protection Act*, and other applicable legislation.

A person providing health services, social services, or other support services under Section 79 of the *School Act* shall be granted access to any information in a student's records which may be required to carry out his or her duties.

While a student is registered at the school, access to the information contained within students records will be made available to other schools, including francophone, independent, and public schools within the Province, only in accordance with Section 79.1 of the *School Act*.

The school relinquishes an individual student record only when the student transfers to another public school in the Province. The school retains the original student records of students transferring to public schools, private schools, out-of-Province public schools or government institutions, furnishing only copies of student records.

In accordance with the Ministry of Education's *Permanent Student Record Instructions*, the school will retain the Permanent Student Record electronically or in paper form for 55 years after a student has withdrawn or graduated from school.

Student permanent records will be maintained as per the requirements of form 1704 (highlighted above), and additional items may be included to incorporate a well-rounded account of the student's performance. All records will be kept within a secure location to prevent damage or loss.

Students looking to access records must do so once they have reached the age of majority. Students under the age of majority may gain access through the permission of their legal guardians. All requests to records must be made in writing.

The school holds the right to amend this policy as per the needs of the organization.