



Adopted: 2002-03-26	Reviewed: n/a	Amended: 2016-11-15
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POLICY

SUBJECT: **STUDENT RECORDS PROCEDURES**

Reference: *School Act*, sections 79 (3) and 168 (2)
Permanent Student Record Order

A. INTRODUCTION

School District No. 78 (Fraser-Cascade) requires the maintenance of accurate records for all students registered in its schools. A student record is defined as any documentation pertaining to an individual student that is created and/or stored by an employee of the School Board, including data which is stored electronically.

There are four types of records:

- I. permanent student records (PR cards)
- II. general student files (G4 files)
- III. student confidential files
- IV. teacher files

I. Permanent Student Record

The following inclusions **must** be listed on the Permanent Student Record (PSR) form:

- Health services information as indicated by a medical alert.
- Support services information (e.g. psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities).
- Court orders as indicated by the legal alert.
- Other legal documents, e.g. name change or immigration document.
- Notification that a student is on an Individual Education Plan (IEP).
- Notification that a student is registered as a Home School student.

The following inclusions **may** be listed on the PSR form:

- Records of information which an educator deems relevant to the educational program of the student.
- Award information (Ministry awards information must include year, date and serial number).

II. General Student File (G4)

Each student has a general student file and should be limited to:

- (1) Medical Alert Information
- (2) Copies of Report Cards, including Resource/LA/ESL/Special Education and Summer Session reports (a minimum of the two most recent years).
- (3) The Individual Education Plan (IEP)
- (4) Copy of Standardized Individual Achievement Test Results
- (5) Copy of Transfer Forms
- (6) Copy of Registration Form (may include birth certificate, proof of residence, immigration information)
- (7) Student Learning Plan (SLP) – grade 8 and higher
- (8) Copies of formal letters of suspension
- (9) Custody and restraining order notification
- (10) Legal letters

Retention Period: At least until the student's 22nd birthday.

When there is additional confidential information on file, the individual student's G4 file is "flagged". Confidential information is kept in a separately locked and secured location and may include:

- (1) District Student Services reports, e.g. psycho-educational reports (please do not include test protocols)
- (2) Reports from outside agencies and ministries
- (3) Health department reports
- (4) Medical documentation
- (5) CARE team minutes / plans
- (6) Parent release forms
- (7) *School-based team (SBT) recommendations
- (8) **Copy of the Individual Education Plan (IEP)
- (9) Care Team minutes and plans

* Schools organize SBT minutes so that the student's information can be included in the file without including information regarding any other student. Each piece is dated and initialed by the recorder of the SBT Minutes. A complete set of minutes is also maintained in the school's files.

Retention Period: At least until the student's 22nd birthday.

B. TRANSFER OF FILES

1. Schools Within the Province:

Student files are transferred between public schools within the Province of British Columbia at the request of the receiving principal. The process for transferring student records is as follows:

- (a) between public schools within the Fraser-Cascade School District:

The complete set of files should be forwarded to the receiving school: the Permanent Student Record, the General Student File, and the Student Confidential file, if any.

- (b) between public schools outside the district within the Province of British Columbia:

As above in (a) with the exception of the Student Confidential File, copies of confidential reports originating from Fraser-Cascade School District staff shall be made and forwarded to the receiving school only in the event that the procedure outlined in number 3 below has been followed.

2. Private Schools and Schools Outside the Province of British Columbia:

Where a former student of a Board is enrolled in an independent school or an educational institution outside the Province and the Board receives a request from that independent school or educational institution, the Board must transfer the current Student Learning Plan, the current IEP and a copy of the Permanent Student Record of the student to that independent school or educational institution.

3. Written Permission for the Release of Information:

A *Release of Information* form signed by the parent/guardian, legal representative or student of legal age is required for release of reports originating from Fraser-Cascade School District staff held in the Student Confidential File to schools outside the district.

Note: In accordance with the Freedom of Information and Protection of Privacy Act, records not released include third party information provided specifically to the District. Notes to the file indicate that such records exist, but must be obtained from the originating agency. However, a report may be released where the release of the record is required by statutory declaration or court order. Please contact the District Information and Privacy Coordinator.

4. When a Student Ceases to Attend a Fraser-Cascade School District School and Records from the Student Confidential File are not Requested:

Forward confidential information to Instructional Services at the District Administration Office for long-term storage (55 years). Please ensure that the file contains only items as per A.III above.

C. ACCESS TO STUDENT RECORDS

The results of psycho-educational reports and other standardized test results will be made available to the parent/guardian upon request through the principal. Such information shall be provided in conference with professional staff qualified to interpret the data in its intended context. Copies of test protocols may not be shared.