

## **STUDENT RECORDS**

Student records shall be maintained with due attention to the confidential nature of such documents. No information pertaining to any student shall be obtained, regained or used for any purpose other than for the welfare of the student and employees concerned.

The information contained in a student's record shall only be accessible to other professional agencies when a written request has been made by the legal parent/guardian or legal representative of the student, or by the student if he/she is an adult, except where permission has been explicitly granted by the Superintendent/Secretary-Treasurer (or designate) or where the release of such records is required by an enactment or by court order.

Subject to any other statutory or other legal authority or requirement that authorizes or requires disclosure, any person who receives information from a student record shall not disclose that information to any other person except for the purposes of delivering or planning the delivery of the services referred to above.

1. A Permanent Student Record consists of the following two parts:
  - a. a Permanent Student Record Form 1704, which is to be completed in accordance with the Ministry of Education "Permanent Student Record Completion Instructions" in effect at the time of completion;
  - b. the Student Progress Reports for the two most recent years (including documentation to support orally communicated letter grades), or an official copy of the Transcript of Grades issued by the Ministry of Education; and,
  - c. where letter grades are not set out in a student progress report for a student in Kindergarten to Grade 12, shall include a written record of those letter grades.
2. In addition to the Permanent Student Record, a Student File shall be established and maintained for each student enrolled in the School District. The School Principal shall ensure that all significant information and records (with the exception of the Permanent Student Record) relating to the development of a student is contained in one Student File.
3. Student Files may include such other data as standardized testing scores, scholastic aptitude testing results, medical alert information, special placement data, anecdotal comments, and records of awards or scholarships. The content of a Student File will differ with each individual student; however, at a minimum, the Student File will contain the following:
  - current student record inclusions as listed on the Permanent Student Record Form;
  - a copy of the student's current Student Learning Plan (if applicable);
  - a copy of the student's current IEP (if applicable).
4. The School Principal has the duty to inform any employee(s) who may be exposed to the risk of violence from a student who has a history of violent behaviour and whom the employees are likely to encounter in the course of their work.
5. The storage and/or transmission of a student's file is the responsibility of the School Principal of the school in which the student is, or has been, enrolled. Schools are often accessible to the general

---

public; therefore, it is the responsibility of the School Principal to ensure that students' records are kept in a secure manner.

6. Student records are to be retained in accordance with AP 135, *Retention and Destruction of Records*. No information shall be kept beyond its useful life. Each receiving School Principal of the school system (elementary, intermediate or graduation) shall review such records upon receipt, and any information no longer considered relevant should be destroyed in a confidential manner.
7. Unless a request for the transfer of the student's file to another school is received, the file shall be stored by the school. Files should be destroyed in a confidential manner at the school level or sent to the Board Office clearly marked "shred" after the student would have turned 22 years of age, except for the Permanent Student Record and the two most recent years of Student Progress Reports or the Transcript of Grades.
8. The School District shall ensure that the Permanent Student Record of each former student in the School District, who has not subsequently enrolled in another BC public school, is stored in a safe storage facility for a minimum of 55 years after the student has withdrawn or graduated from school.
9. Achievement records shall be available only upon the written request of the student or former student.
10. A student shall have the right to review the contents of his/her records by arrangements through the Superintendent/Secretary-Treasurer (or designate) and/or the School Principal and is entitled to a copy of his/her records free of charge.
11. The parent or legal guardian of a student shall have the right to review the contents of that student's records by arrangement through the School Principal and is entitled to a copy of the student's records free of charge.
12. The Board's insurer has the right of access to student records in accordance with the *School Act* and *Ministerial Order*.