

# School District 50: Haida Gwaii/Queen Charlotte

**Policy Subject:** STUDENT RECORDS-

**Date Passed:** December 2003

**Date Amended:** NA

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Policy No. 4600

Date Approved: December, 2003

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## PREAMBLE

The Board of School Trustees recognizes that records for all students are prepared and maintained by professional staff. As a minimum, each school shall maintain a permanent student file and a Permanent Record Card for each student registered with the school.

## PROCEDURE

Student record means a record of information in written or electronic form pertaining to a student or a registered home school student. It does not include a record prepared by a person if that person is the only one who will have access to the record.

Such documents are the property of School District No. 50 (HAIDA GWAII/QUEEN CHARLOTTE).

Information contained in the student record is confidential. It is incumbent upon all school and district personnel to maintain this confidentiality and to ensure privacy for students and their families.

Information from a student record may be released only in specific situations as described in the accompanying regulations.

## A. Contents of Student Files

Student record files should be available for review. Files should be current and contain the following information:

- Permanent Student Record Card
- 1701 demographic form
- Verification of parent BC residency and Canadian citizenship/landed immigrant status
- Copies of student progress reports for two most recent years
- Students receiving special education grants should have support services information (e.g. psychometric testing, speech and hearing tests, Individual Education Plans, adjudication requirements for completing assessment activities)
- Legal name (photocopy of birth certificate)
- Health services information as indicated by a medical alert
- Court orders as indicated by the legal alert
- Legal documents (e.g. name change or immigration document);
- Emergency contact numbers
- Doctor's name and contact information
- Care Card
- A copy of the student's current Student Learning Plan, or timetable, if any
- Standardized test scores
- Records of information which an educator deems relevant and important to the Educational program of the student
- Award information (Ministry awards information should include year, date and serial number of the award)
- Serious student discipline reports (e.g., copies of letters to parents/guardians regarding discipline matters and corrective actions taken)
- Reports of important meetings regarding the student

## B. Storage of Student Records

1. Permanent student files and Permanent School Record Cards shall be stored in a

safe and secure place within the school office. Permanent student files will normally be in a locked file cabinet or safe. Permanent School Record Cards will normally be in a locked and fireproof file cabinet or safe.

2. Electronic student files shall be backed up weekly. Backup copies shall be stored in a locked and fireproof file cabinet or safe, with monthly archiving to a secure off-site location.

### C. Retrieval of Student Records

1. Care, storage and retrieval of student records is the responsibility of the school principal.

2. Student records may be accessed during regular working hours by all professional staff.

### D. Examination, Access and Copying of Student Records

1. Students and the parents of a student of school age are entitled to examine all student records kept by the Board pertaining to that student while accompanied by the principal or a person designated by the principal to interpret the records.

2. Students and the parents of a student of school age are entitled, upon request, to receive a copy of any student record that they are entitled to examine.

3. Where parents of a student have a legal joint custody arrangement either parent may receive copies of report cards, examine all student records, and receive copies of student records as per Regulations C(1) and C(2) above.

4. Representatives providing health services, social services, or other support services to a student (subject to the limitation in C5) are entitled to access to information in that student's record, as required to carry out that service.

5. Support services are defined as community health nursing, auditory systems,

speech and language services, medical assessment, occupational and physiotherapy consultation, social services, and specialized health services.

## E. Transfer, Graduation and Removal of Student Records

1. Where students transfer from one school to another within the British Columbia public school system, the permanent school file and Permanent Record Card should be forwarded upon receipt of a written request from the receiving school.

2. Where students transfer outside the British Columbia public school system, a copy of the permanent school file and Permanent Record Card shall be forwarded upon receipt of a written request from the receiving school. This regulation also applies to independent schools within British Columbia.

3. Where students have graduated or transferred outside the British Columbia public school system, or no written request is received for student records the permanent student file and Permanent Record Card shall be maintained as inactive.

4. Inactive permanent files and Permanent Record Cards shall be held in the school for as long as the student is of school age.

5. Two years after attaining the age of 19, the student's inactive permanent file shall be shredded at the school. The Permanent Record Card with transcript attached (for graduation level students) shall then forwarded to District Office.

6. Inactive Permanent Record Cards and transcripts shall be held by District Office for a further sixty (60) years.

## F. Registers

1. The Register is an official document. It can be used in the courts of law. It is important that it be cared for properly.

2. Electronic attendance records recording tardiness and absences can replace the register.

3. Registers, or a copy of the electronic record, shall be forwarded to District Office at the end of each school year.

Please see attached PDF for Consent to Release Records Form.