

STUDENT RECORDS

Background

Recording certain pertinent information is necessary to provide a continuing picture of student growth and development during the school years. This information is valuable in ensuring that students receive programming that is suitable to their particular needs and abilities.

Procedures

1. Cumulative Records

Full and complete student records are to be maintained for every student within the jurisdiction.

1.1 It is the responsibility of the Principal to ensure that:

- 1.1.1 Cumulative record folders are established for each student in the school;
- 1.1.2 Cumulative records are kept in a safe place;
- 1.1.3 Cumulative records are kept up-to-date;
- 1.1.4 Cumulative records are screened regularly to remove out-dated or irrelevant material;
- 1.1.5 Cumulative records are confidential and therefore available only to those who have a right and a need to see them;
- 1.1.6 Requests for cumulative records are made for each student transferring from other schools.

1.2 Cumulative records shall contain:

- 1.2.1 Basic identification and demographic data:
 - 1.2.1.1 Student's name;
 - 1.2.1.2 Date of birth, verified with birth certificate;
 - 1.2.1.3 Place of birth;
 - 1.2.1.4 Parent(s) name, occupation, telephone number (home and work);
 - 1.2.1.5 Date of entrance;
 - 1.2.1.6 Date of graduation or withdrawal;
 - 1.2.1.7 Health data – information pertinent to the classroom situation.

- 1.2.2 Attendance data - the number of days attended as recorded in the year end summary;
 - 1.2.3 Report card data;
 - 1.2.4 Standardized test data – C.T.B.S. etc.;
 - 1.2.5 Record of schools attended and names of teachers designated by the Principal as having basic responsibility for the student;
 - 1.2.6 Accident reports;
 - 1.2.7 Secondary level and subject registration forms;
 - 1.2.8 Personal Program Plans (PPP).
- 1.3 Cumulative records may contain:
- 1.3.1 Records of absence, tardiness and disciplinary information;
 - 1.3.2 Memoranda of interviews with parents and/or students by teachers, advisors, or administrative officers;
 - 1.3.3 Informal anecdotal records submitted by subject teachers for the information of the Principal;
 - 1.3.4 Student participation in extra-curricular activities including an evaluation of participation;
 - 1.3.5 Special interest surveys;
 - 1.3.6 Vocational plans and interest surveys.

2. Access and Transfer of Information

2.1 Access to Student Records

- 2.1.1 Information contained in the permanent student record is to be accessible by the current teacher of the student, counsellor, central office support staff, Principal and Superintendent of Education of the jurisdiction.
- 2.1.2 In all cases where access to the permanent student record is granted, access will be through the Principal responsible for the record, or the Superintendent of Education where a student has left school or graduated and his record is centrally stored. As well, a record of access, date and reason for access shall be made and kept in the permanent student record.
- 2.1.3 Students eighteen (18) years of age or older, and parents or guardians where a student is less than eighteen (18) years of age, shall be given the opportunity to review the permanent student record upon request to the Principal responsible for the record.

2.2 Transfer of Student Records

- 2.2.1 When a student transfers to another school within the Division, the records are to be sent to the school to which the student is transferring upon request from the receiving school.

- 2.2.2 When a student transfers to another recognized school jurisdiction, the permanent student records are to be transferred to that jurisdiction upon request.
- 2.2.3 Release of information contained in the permanent student record to third parties, including registrars of post-secondary educational institutions, external agencies and employers, is strictly prohibited, unless written authorization for release of information shall be retained in the permanent student record.
- 2.2.4 No part of these instructions shall prevent any school staff member from reporting cases of neglect or physical ill treatment.

3. Daily Registers

Teachers shall be required to maintain daily registers.

Specifically, teachers shall:

- 3.1 Maintain an up-to-date record of student attendance in the prescribed daily register;
- 3.2 Tabulate accurately the monthly statistical summaries;
- 3.3 Complete a balanced year end summary of the record of attendance of all students in his/her class;
- 3.4 Record and compute required data in a Division approved format.

4. Confidentiality

It is imperative that confidentiality of student records be maintained at all times.

- 4.1 Responsibility for maintaining the confidentiality of student records rests with the Principal.
- 4.2 Principals shall discuss the maintenance and use of student records at a staff meeting held early in each school year.
- 4.3 Information is to be recorded about students only in-so-far as that information serves to inform a purpose which is clearly and directly related to the students' school performance and progress only.
- 4.4 The Principal, in consultation with professional staff, shall decide whether information to be collected or retained does in fact serve an educational purpose.
- 4.5 Records are confidential. The Principal or designate shall be present when a student or parent/guardian wishes to see or requires an interpretation or explanation of an item in the student's record.

5. Preservation and Disposal of Student Records

Subject to the approval of the Minister of Education, the Division shall preserve and dispose of student records in accordance with the following:

- 5.1 Documents to be retained permanently at the school:
 - 5.1.1 Record of students' marks;
 - 5.1.2 School registers;
 - 5.1.3 Student registration cards.
- 5.2 Documents and records that may be destroyed subject to a lapse of five (5) years after a student leaves the Division:
 - 5.2.1 Cumulative record folders;
 - 5.2.2 Anecdotal student records;
 - 5.2.3 School-based family records.
- 5.3 Any documents to be destroyed must have prior approval of the Director.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act
Local Authority Freedom of Information and Protection of Privacy Act