

# STUDENT RECORDS

## Background

The District shall establish and maintain a student file, which shall include a Permanent Student Record (Form 1704), any student learning plan and Individual Education Plans (IEPs), and any other related student information, for each student enrolled in the District and each home school child registered with the District. All student files shall be stored in a locked cabinet and accessed, used, and disposed of according to the Freedom of Information and Privacy Act to ensure privacy for students and their families.

## Procedures

### 1. Storage of Student Records

- 1.1. Student files shall be stored at the school where the student is enrolled (or home schooled child is registered). When a student transfers to, or in the case of a home schooled child registers in, a new school, the student file shall also be transferred to that new school as per the procedures under 7. Document Transfers.

### 2. Responsibility for Maintaining Student Records

- 2.1. The Principal of the school attended by the student is responsible for maintaining the student's Permanent Student Record. The Principal also has responsibility for maintaining the student Cumulative and red binder. All student Cumulative files are to be updated annually and must be updated and culled when a student transfers.

### 3. Consistency of Student Files

- 3.1. There will be only ONE official file for each student in the District.
- 3.2. All student files will be created with a manila/ivory/white file folder.
- 3.3. Each student file will have a District label on the front cover.
- 3.4. Each file will be labeled with the LEGAL name on the first line and the USUAL name on the second line (if applicable) with the PEN Number listed below.
- 3.5. All student files will be filed alphabetically by the LEGAL last name.
- 3.6. If the student is receiving special services a red binder will also be created, which will form part of the cumulative file. The red binder will be labeled the same as the cumulative file (LEGAL name first, USUAL name second). Refer to Appendix A and Appendix B for a detailed list of documents to be filed in the cumulative file and red binder.

### 4. Access to Student Records

- 4.1. Student records shall only be accessible to those persons who are involved in planning and/or delivering an educational program and related services to a student, or who are

otherwise legally entitled to access a student's records. Additionally, the relevant portion (as per legislation) of student records may be disclosed to those persons planning the delivery of, or delivering, health services, social services, or other support services to that student.

- 4.2. Student records may also be released to the District's insurer (Schools Protection Program), and in appropriate circumstances to law enforcement officials, or other persons legally entitled to such records, subject to those persons or agencies ensuring the student records are treated in a confidential fashion, to the extent reasonably and lawfully necessary and possible. Third parties working with students (e.g., tutors) at the request of parents require written consent of the parents prior to accessing student records.
- 4.3. Students and parents of students are entitled to access student records in accordance with the School Act and this Administrative Procedure.

## 5. Signing Out Student Files

- 5.1. The Principal will ensure that school staff will follow the established District procedure to sign out/in student files. There will be a recording form ([Form 320-1](#)) with space for the date, the signature of the witness and the signature of the person accessing the file. There will also be space for the date and signatures to be recorded again when the file is returned.

## 6. Retention Periods

### 6.1. Permanent Student Record

- 6.1.1. Permanent student records shall be maintained for a period of 55 years from the date the student withdraws or graduates from school. Destruction of permanent student records shall occur in a confidential manner.

### 6.2. Cumulative Student Records

- 6.2.1. All other student records shall be maintained for a minimum of 7 years from the time a student withdraws or graduates from school, unless there are reasonable grounds to conclude that such records are to be maintained for a longer period of time (e.g., allegations of sexual abuse, accidents and legal proceedings).

## 7. Document Transfers

### 7.1. Public School within British Columbia

- 7.1.1. When a student transfers to another District or a Francophone education authority within British Columbia, and the District receives a request from that other District or Francophone education authority (which includes a parental signature authorizing the release of the information), the original Cumulative file with all the inclusions, the original red binder and the Permanent Student Record Card will be sent to the new school. A copy of the red binder contents must be retained at the sending school for a period of one year after the school year in which the student transferred. After the one-year period, the copy of the contents of the red binder must be destroyed.

### 7.2. Independent School or an Educational Institution outside of British Columbia

- 7.2.1. When a student transfers to an independent school or an educational institution outside of British Columbia, and the District receives a request from that independent school or educational institution (which includes a parental signature authorizing the release of the information), a copy of the Cumulative file with all inclusions, a copy of the red binder and a copy of the Permanent Student Record Card will be sent to the new school. The original Cumulative file and the original red binder will be kept at the school in a secure location (see Retention Period).

Reference: Sections 7, 9, 13, 17, 20, 22, 65, 79, 85, 88 School Act  
Freedom of Information and Protection of Privacy Act  
Divorce Act  
Family Relations Act  
Interpretation Act  
Permanent Student Record Order M082/09  
School Records Disclosure Order M14/91  
BC Ministry of Education – Permanent Student Record Instruction

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