

## STUDENT RECORDS

### Background

In order to provide appropriate instruction and educational services, the district maintains information on students and their families. Pertinent information in these records shall be readily available to appropriate school personnel, be accessible to the parents or legal guardians of school-age students or to the student in accordance with legislation, yet will be guarded as confidential information.

Student record retention is mandated under the School Act. The superintendent of schools or designate shall ensure the proper administration of student records in accordance with legislated requirements, as well as the need for efficient and safe collection and retention of student information.

### Procedures

1. Records on all students attending school in British Columbia are kept in regular student files, on permanent student record cards, and in confidential student files. All individual student records maintained by the district are confidential, including individual addresses and telephone numbers.
2. School principals through delegation to teachers, special programs staff, and/or school secretaries, as appropriate, are responsible for the establishment, security, and maintenance of student records for each student registered in their school.
3. Personal information collected about students shall be secured and stored in a manner that ensures its privacy and any use of such personal information shall be for the purpose for which the information was collected or compiled for or for a use consistent with that purpose.
4. All student records remain the property of the school district.
5. **Student Files** (White Folder or Student Electronic Record in School)
  - 5.1 The student file paper or electronic, MUST include:
    - Registration form (SD72 Form 301-2) and required supporting documents (i.e. - a copy of birth certificate);
    - All documents listed as inclusions on the Permanent Student Record, including two (2) most recent years of Student Progress Reports or Transcript of Grades;
    - Copy of current Student Learning Plan, if any;
    - Copy of current Individual Education Plan (IEP), if any;
    - Medical alert information;
    - Custody and restraining orders, if any;
    - Formal letters of suspension, if any;
    - All positive Student FIPPA/Personal Information Consent forms and any negative consent forms where consent was changed from positive to negative mid-year (see Operational Procedure 143 Freedom of Information and Protection of Privacy). This information may be obtained electronically.

- Information deemed relevant to the student's education program; and •  
Permanent Student Record (PSR) card.

5.2 The student file DOES NOT include:

- Raw data (e.g. test booklets);
- Working items (e.g. draft IEPs);
- Samples of student's work or achievement;
- Teacher, school or district professional working materials; or
- Any personal notes.

5.3 Individually administered aptitude tests, confidential reports, and other sensitive materials (information other than objective descriptions on student progress, etc.) are not to be placed in the regular student file. These materials are to be placed in a separate confidential file (blue file, see section 7. Confidential Files) kept under supervision of the principal. For Student Electronic Records, these reports are scanned and added to the student's record by Learning Support Services.

5.4 The student paper files are stored in the general office of the school where the student attends and filed alphabetically. Student Electronic Records are stored on a secure server.

## 6. **Permanent Student Record (PSR) – Ministry Form 1704**

6.1 The permanent student record consists of the following two parts;

- 6.1.1 Form 1704 (PSR Card), completed in accordance with Ministry of Education Permanent Record Card Completion Instructions, which are effective at the time of completion, AND
- 6.1.2 A minimum of the two most recent years of student progress reports (including documentation to support orally communicated letter grades), OR: an official copy of the transcript of grades.

6.2 Permanent student records are filed in the general office of the student's school either in paper form or attached to the Student Electronic Record.

6.3 The permanent student record must be maintained for 55 years after the student withdraws or graduates from school.

## 7. **Confidential Files**

7.1 **School Level (Purple Folder)** in either paper or electronic form, includes Risk Reduction Plan (Safety Plan) and signature page. For Student Electronic Records these documents are scanned and attached by Learning Support Services.

7.2 **School Level (Blue Folder)** in either paper or electronic form, must include:

- Individual Education Plan (IEP) and relevant planning documents (D or H designations);
- Consent for release of confidential information;
- Learning Support referral forms;

- Learning Support reports (Speech, Occupational Therapy, Physiotherapy, Vision/Hearing, Psych-Eds, Instructional Support Team, and Behaviour Resource Team);
- School-based team recommendations, assessments and minutes;
- Medical/health reports or letters from doctors;
- Interagency or community services reports (Dogwood Place); Threat assessment notification form.

7.3 **Learning Support Level (Red Folder)** in either paper or electronic form, is to be an exact mirror copy of the school's blue folder (see above) and is held at Learning Support Services.

## 8. **Official Record Changes**

8.1 Schools are required, by law, to maintain a mandatory permanent record card which includes each students' legal name and legal sex. The school can only change a student's official record to reflect a change in legal name or legal sex upon receipt of documentation to which such change has been made by court order, or through amendment of provincial or federally issued identification.

8.2 To change a student's legal name and/or legal sex with the Ministry of Education, a legal name change and/or legal gender designation change must be submitted to the Personal Education Number (PEN) department. It is important to note that if a school adjusts a name and/or sex at the local level, this information is NOT automatically linked to the Ministry of Education.

8.3 All official records and provincial assessments from the Ministry of Education will always use the student's legal name and/or legal sex as identified with their personal education number (PEN). School staff or principals must adopt practices to avoid the inadvertent disclosure of confidential information such as instances where a student may be known under a different name and/or sex at the school level than what corresponds with their legal name and/or legal sex as registered with the PEN department.

## 9. **Access to Student Records**

9.1 Access to student records shall be in accordance with the School Act, the Freedom of Information and Protection of Privacy Act, and other applicable legislation.

9.2 In the absence of a court order limiting access to a child, parents or guardians, with or without the student present, may examine their child's student records while accompanied by the principal or designate, and may subsequently obtain copies or extracts. When the file contains results of individual aptitude testing administered by district personnel, arrangements are to be made to have the author of the report, or in the author's absence the regional psychologist, in attendance to assist the parent in interpreting the results.

9.3 It is the responsibility of the custodial parent to provide the school with copies of any legal documentation, usually in the form of a court order or separation agreement, which stipulates relevant custodial arrangements, including details of any restraining orders against a parent.

- 9.4 Where school administrators require information or direction regarding the disclosure of student records and information, the contact should be with the custodial parent whenever possible.
- 9.5 A non-custodial parent seeking access to student records shall be required to provide the school principal with legal documentation confirming they are entitled to those records. If there is a change in the legal status of the parents, it is up to the parents to bring it to the attention of the school. The school shall request a copy of the changed order or agreement.
- 9.6 School principals should not become engaged in disputes between custodial and non-custodial parents about the disclosure of student records. If there is no governing court order and the custodial and non-custodial parents disagree about the disclosure of student records direction should be taken from the custodial parent until the matter is clarified by a court order or subsequent agreement between the parents. Disputes of this nature that cannot be resolved at the school level should be referred by the school principal to the superintendent or designate.
- 9.7 Provision of information from student records to outside agencies shall normally require parental/guardian authorization on the appropriate form (Form 320-1). Where such permission is unavailable or inappropriate, but information is required by a person planning or delivering health services, social services, or other support services to the student, the appropriate written authorization must be given by the district official in charge of Learning Support. Such records are released on the understanding that the person receiving such information shall not disclose it except for the purpose intended.
- 9.8 Student records may be released to the School Protection Program to defend any claims or potential claims. Where persons represent themselves as acting on behalf of the Schools Protection Program, their identity can be confirmed by contacting the secretary-treasurer.
10. **Document Transfer to Other Schools**
- 10.1 **Another School Within School District 72:** The student file (white folder) or student electronic record including the school level (purple and blue) folders are to be transferred to the new SD72 school.
- 10.2 **Public School Within the Province of BC:** On receipt of a request from a public school within the province of BC to which a student transfers and is enrolled, the student's ORIGINAL permanent student record and student file (white folder), or Student Electronic Record, must be sent to the principal of the receiving school. If a confidential file exists, the receiving school is to be notified of its existence and parents must sign an Exchange of Confidential Information form to allow for Learning Support to release confidential documents. The school level (purple and blue) folders are to be sent to School District 72 Learning Support Services.
- 10.3 **Independent (Private) School or an Educational Institution Outside of BC:** On receipt of a request from an independent (private) school within the province or in an educational institution (public or private) outside the province and parental consent, a COPY of the student's permanent student record and student file (white folder), or Student Electronic Record, is to be sent to the principal of the receiving school. The

original permanent student record shall be maintained at the sending school. If a confidential file exists, the receiving school is to be notified of its existence and parents must sign an Exchange of Confidential Information form to allow for Learning Support to release confidential documents. The school level (purple and blue) folders are to be sent to School District 72 Learning Support Services.

**11. Storage, Retention and Destruction**

- 11.1 The storage, retention and destruction of student records must be in accordance with Operational Procedure 144 (Records Management and Retention).

Reference: Sections 7, 9, 17, 20, 22, 65, 79, 82, 85 School Act  
Divorce Act  
Family Law Act  
Freedom of Information and Protection of Privacy Act

Related Forms: [SD72 Form 301-2 School District 72 Registration Form \(identified by level of school and/or program\)](#)  
[SD72 Form 320-1 Parent/Guardian Permission Form for Exchange of Confidential Information](#)