

STUDENT RECORDS

Background

The Division believes comprehensive records of progress, achievement, and related matters are critical to sound decision-making with respect to individual student planning. A student record shall be created for each student at a school to be kept in the school and such record shall consist of all information that affects the decisions made about the education of the student. Division Office shall keep a demographics record on each student, in a secure electronic database (SIRS), for Electronic Information Exchange as required by Alberta Education.

When collecting personal information, school personnel are to inform students and/or their parents/guardian of the authority by which they collect the information, the purpose for collecting the information, and the name of someone in the organization to whom the student and/or parents/guardian may speak about the collection.

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 or for a use consistent with that purpose.

A student's personal information will be disclosed in ways consistent with the FOIP Act, Section 40 (1) (a-ff), 40(4) and 41.

Information collected on students during their educational career shall be corrected if an individual student or parent/guardian indicates where the information is incorrect.

Procedures

1. A student record shall consist of all information that affects the decisions made about the education of the student.
 - 1.1 The school shall maintain, for every student registered during the year, a file, to be updated annually, which shall contain information with respect to:
 - 1.1.1 Student's name as registered under the Vital Statistics Act or if the student was born in a jurisdiction other than Alberta the student's name as registered in that jurisdiction, and any other surnames by which the student is known;
 - 1.1.2 Name of the student's parent(s);
 - 1.1.3 Birth date of the student;
 - 1.1.4 Gender of the student;
 - 1.1.5 Address and telephone number(s) of the student and parent(s);
 - 1.1.6 School jurisdiction of which the student is a resident;
 - 1.1.7 Citizenship of the student and, if the student is not a Canadian citizen, the type of visa or other document by which the student is lawfully admitted to Canada and the expiry date of that visa or other document (a copy of the student's birth certificate or visa documentation or other

- documentation by which the student is legally in Canada shall be included in the file);
- 1.1.8 Names of all schools attended by the student and dates of enrollment;
 - 1.1.9 An annual summary or a summary at the end of each semester of achievement/progress in all programs and courses in which the student is enrolled;
 - 1.1.10 The results obtained by the student on any diagnostic test, achievement test, and diploma examination conducted by or on behalf of the Province and the results obtained by the student on any standardized tests administered or assessments administered by the Division to all or to a large portion of the students;
 - 1.1.11 A notation of any formal intellectual, cognitive, social, or emotional test or evaluation of the student provided by the Division, the date of the test or evaluation, the name of the person who conducted the test, a summary of the results of the test or any interpretive report and any action taken as a result of the test or evaluation;
 - 1.1.12 If the parent of the student is eligible to have his children taught in the French Language pursuant to section 23 of the Canadian Charter of Rights and Freedoms, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right;
 - 1.1.13 Any health information that the parent of the student or the student wishes to be placed on the student record; and
 - 1.1.14 An annual summary of the student's school attendance.
- 1.2 In addition, the school shall maintain on the student record any formal education plan or program plan that is specifically devised for the student together with amendments.
 - 1.3 The student record shall not include:
 - 1.3.1 Notes and observations prepared by and for the exclusive use of teachers or Principals for other than placement decisions;
 - 1.3.2 Any information relating to a report or an investigation under the Child Welfare Act;
 - 1.3.3 Information of a sensitive nature, the disclosure of which, in the opinion of the FOIP Head, would clearly be injurious to the student, but if, in the opinion of the FOIP Head, the release of the information would be in the public interest the information shall be included in the student record.
2. Access to individual student information shall be to a staff member or agent of the Board if the information is necessary and relevant to a matter being dealt with by the employee or agent. Access to student information shall be in keeping with the FOIP Act and the School Act, Section 23.
 - 2.1 Individual student files shall be maintained in a secure area with access to overall information limited to certified staff employed by the Division.
 3. When a student transfers to another school in Alberta, the student record, as described in sections 1.1 through 1.2, shall be forwarded to the receiving school upon receipt of a written request.

4. When a student transfers to a school outside the Province of Alberta the original student record, as described in section 1.1 through 1.2 above, shall be forwarded to the receiving school, at no charge, upon receipt of a written request.
 - 4.1 The original student record shall be retained for a period of seven years after the student could be expected to have completed grade 12 if the student had not transferred.
5. Student records for those students who do not transfer to another Alberta school shall be kept for a period of seven years after the student ceases to attend a Division school. When a student withdraws from a school the student record becomes inactive and shall be transferred to the Division office within 30 days.
 - 5.1 Transferred records shall include a list of the student names.
 - 5.2 Division Office shall maintain student records arranged alphabetically by birth year for a period of seven full years from date of receipt or seven years after the time the student would have been expected to finish grade twelve, after which the records will be destroyed.
6. Student record information shall be protected from potential loss and its privacy protected.
 - 6.1 Paper documents shall be kept in a secure area.
 - 6.2 Electronic information shall be regularly backed-up and kept in a secure area.
7. Copy charges for student records shall be at NLSA No. 69 rates for requests in excess of 20 pages. For requests in excess of 20 pages there will be an additional fee at the current NLSA No. 69 wage rates for copy time and preparing the records for release.

Reference: Section 23, School Act
Student Record Regulation 71/99
Child Welfare Act
Section 33, 39, 40, Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation 200/95
Public Health Act
Social Development Act
Vital Statistics Act
Youth Criminal Justice Act