

If you wish to review your child's student record, please call the school principal and make an appointment.

The parent or student (if the student is 16 years of age or older) may also consent to the disclosure of information on the student record. This consent must be in writing. [Student Record Regulation Section 7(2)(d)]

Employees or agents of the board may review the record. [Student Record Regulation Section 7(2)(b)]

The Minister of Education may get information from the student record for the purpose of carrying out any program or policy under the Minister's administration. [Student Record Regulation Section 7(2)(c)]

Information may be disclosed to the Department of Justice for the purpose of the administration of the Youth Criminal Justice Act. [Student Record Regulation Section 7(3)]

Parent and student information is disclosed to the Regional Health Authorities for voluntary health programs including immunization, hearing, vision, speech, and dental health programs and for the purpose of communicable disease control. [Student Record Regulation Section 7(4)]

How do I get a copy of a Student Record?

If your son or daughter is currently enrolled at one of our schools, or if you are a person who has access to the student under a separation agreement or order of court, and the student is less than 18 years old and is not an independent student, complete a Student Record Request and Authorization form at the school and they will copy the student cumulative record for you.

What happens to the Student Record if a student leaves the Division?

If a student transfers to another school in Alberta, the Division or School, upon receipt of a written request from the new school, shall send the student cumulative record. [Student Record Regulation Section 4 (1)]

If your child has transferred to another school outside of Alberta, the school from which the student transfers shall, on receipt of a written request from that school, send the record to Division office for electronic archival and the original record will be sent to the new school.

PLEASE NOTE: The Northern Lights School Division shall keep a student record for at least 7 years after the student ceases to attend a school operated by the board or until the record has been forwarded to another school, or for 7 years after the date the student could be expected to have completed Grade 12 if the student had not transferred from the school. [Student Record Regulation 4(1) and (2). After the 7 year retention period—all files not requested will be destroyed by confidential shredding.

If you require a copy of your student record and are no longer attending school in our Division (but less than 7 years since ceasing attendance) send a letter with your name, birthdate and request to the Director of Information Technology & Records (address below).

If you have any questions concerning the Student Cumulative Record, contact:

Director of Information Technology & Records
Northern Lights School Division No. 69
6005-50 Avenue
Bonnyville, Alberta
T9N 2L4
Telephone: (780) 826-3145, ext 136
Fax: (780) 826-4600
Email: joanne.kurek@nlsd.ab.ca

Frequently Asked Questions about the

STUDENT CUMULATIVE RECORD



Northern Lights School Division No. 69
6005-50 Avenue
Bonnyville, Alberta
T9N 2L4
Phone: (780) 826-3145
Fax: (780) 826-4600

What legislation applies to the Student Record?

There are three pieces of legislation that apply to school boards in general and the student record in particular:

- School Act
- Student Record Regulation
- Freedom of Information and Protection of Privacy Act

What is a Student Record?

The School Act requires that “A board shall establish and maintain pursuant to the regulations a student record for each student enrolled in its schools.” [School Act Section 23(1)]. When you first register your child in a school in Alberta, this student cumulative record is created, which is kept throughout his/her school years and follows your child from school to school. The documents found on this record are determined by the Student Record Regulation

What should be on the Student Record?

The student cumulative record must contain “all information affecting the decisions made about the education of the student that is collected or maintained by the board, regardless of the manner in which it is maintained or stored...” [Student Record Regulation Section 2 (1)]

This information includes:

- Legal identifiers assigned by the Board and Alberta Education including special education codes assigned for funding and monitoring. [Student Record Regulation Section 2(1)(b)]
- Legal supporting documentation to establish which persons (parents or guardians) have the right of access to the student record under Section 23 of the School Act. [Student Record Regulation Section 2(1)(c) and (d)].
- Report cards and a record of attendance are filed on the student cumulative record each year. [Student Record Regulation Section 2(1)(k) and (q)]
- Assessments—either the name of the test, the name of the test administrator, the date of administration and a summary of the results of the test, or the complete formal, interpretative report. [Student Record Regulation Section 2(1)(n)]
- Individualized Program Plans (IPP) for each year of instruction where one has been created. [Student Record Regulation Section 2(3)]
- Records of suspensions and expulsions are maintained on the student record for a period of at least one year following the date of suspension or expulsion, or until June 30th of the following year in which the suspension or expulsion occurred, whichever is the latest. [Student Record Regulation Section 2(1)(r)]
- Additionally, parents and students may place other interpretive reports on the student record to assist the school board in making education decisions about the student. [Student Record Regulation Section 2(1)(o)].

What is NOT on the Student Record:

- Notes and observations not used in program placement, [Student Record Regulation Section 3(1)(a)(i)]
- Information related to a report or an investigation under the Child Welfare Act [Student Record Regulation Section 3(1)(a)(ii)]
- Information related to the Youth Criminal Justice Act. [Student Record Regulation Section 3(1)(b)]
- Information of a sensitive nature (contained in counseling records). [Student Record Regulation Section 2(4)(iii) and (6)]

Records kept on the student that are not on the student record may contain personal information and, if they are in the custody and control of the board, may be subject to the FOIPP Act. For example, disciplinary reports on incidents, suspensions or expulsions, which the board is required by legislation to retain for at least one year.

Who has access to the Student Record?

The student, the student’s parent, and any other person who has access to the student under a separation agreement or an order of the court are entitled to review the student record under Section 23 of the School Act and receive a copy of that record. [Student Record Regulation Section 6]