



*"Inspire learners, Integrate sustainability,
Involve community"*

SCHOOL DISTRICT NO. 64

PROCEDURE 430 Student Records

Section: Students

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

1. Schools will, consistent with ministerial expectations,
 - a. establish Permanent Student Records for students entering the school system
 - b. safely maintain Permanent Student Records for each enrolled student;
 - c. transfer Permanent Student Records when students move to another district school, or when they leave the school district.
 - d. ensure that student personal information will be protected from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks, in keeping with Policy 131 (Personal Information and Privacy) and Section 34 of the Freedom of Information and Protection of Privacy Act.
2. The school district will ensure that after a student has withdrawn or graduated from school, and is not enrolled in another K-12 school
 - a. the PSR is retained and stored safely and securely in a manner consistent with Ministerial guidelines;
 - b. that student personal information will be protected from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks, in keeping with Policy 131, Personal Information and Privacy and Section 34 of FIPPA.
3. Each student's file will include:
 - a. the Ministry of Education's Form 1704; and
 - b. current student record inclusions as listed on form 1704;
 - c. copies of current records used in the planning and administration of the student's education program;

- d. 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;
 - e. a copy of the student's current Student Learning Plan (if applicable)
 - f. a copy of the student's current Individualized Education Plan (if applicable); and
 - g. may include the student's Permanent Student Record.
4. Confidential files, including but not limited to individually administered aptitude tests, confidential reports, and other sensitive materials (for example, information other than objective descriptions on student progress) :
- a. are not to be placed in the regular student file.
 - b. are to be placed in a separate file kept under supervision of the Principal.
 - c. may be viewed by parents/guardians or students, while accompanied by the Principal or designate.
5. Information in the records identified in sections 1-4 above shall
- a. be guarded as confidential information; but:
 - i. be made readily available to appropriate school personnel;
 - ii. be accessible to the parents or legal guardians of school-age students or to students in accordance with legislation;
 - iii. be made available with proper authorization, to a person planning for the delivery of, or delivering health, social, or support services to the student, or to the Board's insurer to the extent necessary to meet any claims being made against the insurance provided to the Board by that insurer, on the understanding that the person receiving such information shall not disclose it except for the purpose intended;
 - iv. if the requestor is unknown to school or school district personnel, be released only upon receipt of valid photographic proof of identity (such as driver's licence, passport) of the authorized requestor of the information
6. Each student's permanent record card must include medical, legal and educational program alerts, as necessary, in a manner consistent with ministerial guidelines.
7. Release of information from student records to outside agencies shall normally require parental/guardian authorization.
8. Lawyers or 3rd Parties requesting records on behalf of their clients must submit the following:
- a. Consent for Release of Records;
 - b. Proof of legal ID for client and parent/guardian, if required by school or school district personnel

Reference:

- Freedom of Information and Protection of Privacy Act
- Sections 7, 9, 17, 20, 22, 65, 79, 85 School Act
- Ministerial Order (MO082/09)
- <https://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/assessment/classroom/permanent-student-record>
- Policy 131, Personal Information and Privacy;
- Policy 420 Student Interviews by Outside Agencies
- Divorce Act
- Family Relations Act