

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURE

### STUDENT RECORDS

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#### **Purpose**

Student records, either in written or electronic form, shall be subject to the following administrative procedure regarding content, access, transfer and storage.

#### **1. Responsibility**

School Principals are responsible for the establishment, security and maintenance of the cumulative files for each student registered in their school.

The criterion for determining the appropriateness of information to be included in a student's file should be: What do the educators working for the benefit of this student, now and/or in the future, need to know to best help the student?

#### **2. Review of Records**

Each Cumulative Student File is to be subject to a periodic review by the Principal or designate to ensure that information is complete, current and relevant.

#### **3. Access to Student Records**

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.

A student or parent/guardian shall have the right to review the Cumulative Student File by arrangement with the school Principal.

Non-custodial parents may attain access to the Cumulative Student File only if:

- a) the custodial parent has consented in writing; or,
- b) the non-custodial parent is granted access to the Cumulative Student File by a court order; or,
- c) there is a written agreement between the custodial and non-custodial parents that permits access to student information.

Any examination of the student record by a student or parent shall occur in the presence of the Principal or a person designated by the Principal to interpret the records. Prior arrangement shall be required in order to give the Principal adequate opportunity to arrange for the examination of the student's record.

Copies of report cards, academic transcripts and statements of standing may be provided to other parties where a written request has been made by a legal parent (guardian), legal representative of the student, or by the student if they are an adult. However, copies of documents requiring interpretation shall not be provided to other parties except where the Superintendent has granted permission or where the release of such records is required by a subpoena or court order.

Copies of academic transcripts may be provided to post-secondary institutions directly by the school at the request of a student.

School and District staff have a right to access student records on a 'need to know' basis in order to fulfill the duties of their position.

As required by the *School Act*, student records shall also be made available, with proper authorization, to a person planning for the delivery or delivering health, social or support

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services to the student, or to the board’s insurer to the extent necessary to meet any claims against the Board. Records will also be made available in response to valid court orders and subpoenas and/or in keeping with legislation.

**4. Disputes with Respect to Content of Records**

If the student or parent (guardian) is in disagreement with the information on a student’s record, they may challenge its validity or inclusion by writing to the Principal of the school. Within ten (10) working days the student or parent (guardian) will receive a written reply from the school Principal and/or a personal conference. If the request is denied, the student or parent (guardian) shall be informed of their right to appeal the decision under Board Bylaw 5: *Parent/Student Appeals to the Board of Education*.

**5. Student Records and Permanent Student Record (PSR) File Management**

Student File	Confidential Student File	Permanent Student Record and/or when student leaves district
<p>IEP (copy), if any</p> <p>Inclusions (copy) as follows:</p> <ul style="list-style-type: none"> <li>- Health Services Information, if school has been copied on report (includes medical records that refer to a designation)</li> <li>- Court Orders (Legal Alert)</li> <li>- Other legal document, such as Name Change or Immigration documents</li> <li>- Notification that student is registered as Home Schooler</li> </ul> <p>Medical information (copy) provided at the option of the parent or public health</p> <p>Student’s current Learning plan, if any</p> <p>Copies of Student Learning Services information as follows:</p> <ul style="list-style-type: none"> <li>- Screening notes</li> <li>- Referral forms</li> <li>- Consent forms</li> </ul> <p>Other reports deemed by the Principal to be appropriate for inclusion, example as follows:</p> <ul style="list-style-type: none"> <li>- Summary of recommendations for academic/cognitive assessments</li> </ul>	<p>IEP (original)</p> <p>Inclusions (original) as follows:</p> <ul style="list-style-type: none"> <li>- Health Services Information (includes medical records that refer to a designation)</li> <li>- Learning Services Information (includes, academic and cognitive assessments)</li> <li>- Student Ministry Designation (includes Ministry Checklist)</li> </ul> <p>Medical information (original) provided at the option of the parent or public health, if student has designation</p> <p>Confidential records relating to the provision of diagnostic assessment and counseling services to students from external agencies</p> <p>Professional assessment reports from staff and/or outside agencies, as well as the following:</p> <ul style="list-style-type: none"> <li>- Screening notes</li> <li>- Referral forms</li> <li>- Consent forms</li> </ul>	<p>Form 1704 (PSR)</p> <p>Inclusions List as follows:</p> <ul style="list-style-type: none"> <li>- Historical hard copy Inclusions List or;</li> <li>- Inclusion List as entered in MyEdBC</li> </ul> <p>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</p>

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#### **Permanent Student Record (PSR):**

The hard copy of a PSR consists of the following:

1. Form 1704
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

#### **Inclusion(s):**

Inclusions are documents (or copies of documents) that are used to help plan or support the individual student's education program. Not all students will have inclusions. Documents listed as inclusions are kept in the student file and will be transferred if the student moves to another school. For all inclusions, list the document date, title, and expiry date or date rescinded (if applicable).

The following inclusions **must** be listed on the PSR:

- Health services information as indicated by medical alert, for example:
  - Diabetes
  - Epilepsy with a history of seizures in the past two years
  - Allergy (only those which produce an anaphylactic type of response, needing hospitalization and/or adrenaline at once by school staff)
  - Blood clotting disorders
  - Serious heart conditions
  - Situations that may interfere with student performance, health or behaviour, such as:
    - Hearing aids
    - Medication prescribed by the doctor (example: asthma)
    - Cerebral palsy
    - Cystic fibrosis
  - Any other condition which may require emergency care may be added after consultation with supervisor, senior public Health Nurse, or Medical Health Officer
- Learning Services information, for example:
  - Adjudication requirements for completing assessment activities
  - Learning Assistance Report
  - Occupational Therapy Report
  - Physiotherapy Report
  - Psycho Ed Assessment
  - Speech and Language Report
  - Standardized Achievement Tests
- Student Ministry Designation

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- Court orders as indicated by the legal alert, for example:
  - Custody Orders
  - Restraining Orders
  - Instructions re: access to student and/or student records
- Other legal documents, for example:
  - Name change
  - Immigration document
- Notification that a student is on an IEP (Individual Education Plan) or on an AIP (Annual Instruction Plan)
- Notification that a student is registered as a Home Schooler

The following inclusions may be listed on the PSR inclusion:

- Records of information which an educator deems relevant to the educational program of the student

Student Progress Reports and Student Learning Plans are also kept in the student file but are not to be listed on the PSR in the inclusion section.

#### **Inclusions - School Process(es):**

##### *Elementary Schools:*

1. Schools to determine most efficient process for them to obtain information for school-entered inclusions.  
*Example:* Mid June - Office clerical to email teachers (classroom, Learning Services or counselor, etc.) a blank Inclusion Sheet requesting that inclusion information be entered for each student that has received additional services and/or Achievement testing (separate Inclusion Sheet per student).
2. Information is to be returned to office clerical via email within 10 days.
3. The inclusions are then entered into MyEdBC by office clerical.
4. Inclusion Sheet to be affixed to left-hand side of student file (most recent Inclusion Sheet at the front).
5. When a student leaves the district, the Inclusion Sheet(s) is stapled to PSR and filed.

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##### *Secondary Schools:*

The School's Student Learning Services department will supply a separate Inclusion Sheet for each student (with inclusions) to the office clerical at the end of the school year. The inclusions are then entered into MyEdBC by the office clerical. The Inclusion Sheet is affixed to the left hand side of the student file (most recent Inclusion Sheet at the front). When a student graduates or leaves the district, the Inclusion Sheet(s) is stapled to PSR and filed.

##### **Transfer of Student Record**

Prior to transfer the Principal should review the Student File to ensure that extraneous material is removed and that material necessary to enable the receiving school to provide an appropriate educational program, including all content requirements of the Ministry of Education is included. The Principal will determine whether inclusion of behavioral references, particularly those relating to violence or other potential harmful behavior or any other material of a sensitive nature is necessary.

Schools are to maintain a log book tracking system for the purpose of recording all student record transfers. The log book will contain the date of the transfer, student name, date of birth, Personal Education Number (PEN), and destination.

All schools are required to complete a Permanent Student Record for each student enrolled in School District 69. The District requirements are that PSR cards are printed and inclusions or inclusion lists are attached to the PSR when a student leaves the district or graduates.

##### **Procedures**

- a. *In-District Transfer:* In the event that a student transfers to another school within the district, the entire Student File is sent directly to the Principal of the receiving school upon receipt of the appropriate request for records.
- b. *In-Province Transfer (Public Schools):* When a student moves to another School District within BC, SD69 School is to print an official copy of the PSR card and send with the student's file to the principal of the new school. Do not give the original PSR card or student file directly to the parent or student.
- c. *BC Independent Schools:* Print an official copy of the PSR card and photocopy it. Send the PHOTOCOPY to the new school with a copy of the student's file. Retain the official copy as normally done in the student's file. Do not send the original documents or student file to the Independent school. The original file is to be retained by the school before archiving.
- d. *Out-of-Province or Country:* Print an official copy of the PSR card and photocopy it. Send the PHOTOCOPY to the new school with a copy of the student's file. Do not send the original documents or student file out of Province or out of the Country. The original file is to be retained by the school for two years before archiving.

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#### 6. PSR Card Retention Requirements

The Permanent Student Record must be retained in the School District for 55 years after a student has withdrawn or graduated from school.

The Permanent Student Record along with any inactive Student Files will be stored by the school in which the student was last registered.

Inactive student files, including files for students who have successfully completed Grade 12, will be retained by the school until the student reaches the age of 22 (19 years plus 3 years). Once the retention period has lapsed, student files will be destroyed in a confidential manner.

In the case of a student's death before graduation, the Permanent Student Record shall be retained for 55 years.

#### **References:**

- *Board Policy 7144: Student Records*
- *The School Act, Section 79, and Ministerial Order M14/91: Student Records Disclosure*
- *The Freedom of Information and Protection of Privacy Act*
- *SD69 File Management Manual*