



STUDENT RECORDS

Background

The Education Act requires the Division to establish and maintain student records for each student enrolled in its schools and make these available to appropriate individuals.

The Division requires that a record be maintained for each student, containing such information as is directly useful in facilitating the student's education.

Procedures

1. Each student record shall contain:
 - 1.1 A birth certificate showing the student's name as registered under the Vital Statistics Act, or, if the student was born in a jurisdiction outside Alberta, the student's name as registered in that jurisdiction, and any other surnames by which the student is known;
 - 1.2 The student identification number assigned to the student by the Minister and any student identification number assigned to the student by the Division;
 - 1.3 Name of the student's parent(s), a copy of any separation agreement or court order referred to in the Education Act;
 - 1.4 Personal data, including: birthday, gender, addresses and telephone numbers of the student and of the student's parent;
 - 1.4.1 Notification and Consent for Name and Pronoun Changes
 - 1.4.1.1 When a student aged 15 and under makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall immediately notify the student's parents and seek consent.
 - 1.4.1.2 When a student aged 16 or 17 makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall immediately notify the student's parents.
 - 1.4.1.3 When the Principal believes that notification as outlined in clauses 1.4.1.1 and 1.4.1.2 is reasonably expected to result in harm to the student, the Principal shall ensure the student receives assistance prior to notification.



- 1.4.1.4 Modifications made as a result of actions in 1.4.1.1. and 1.4.1.2 must also be recorded in Administrative Procedures 307: Student Information System (SIS).
- 1.5 Citizenship of the student and, if the student is not Canadian, the type of visa or other document to which the student is lawfully admitted to Canada and the expiry date of that visa or other document;
- 1.6 Name of all schools attended and dates of enrolment;
- 1.7 Annual summary or summary at the end of each semester of the student's achievement or progress in courses and programs in which the student is enrolled;
- 1.8 Results of diagnostic, achievement and diploma examinations administered by or on the behalf of the province;
- 1.9 Results of any standardized tests locally administered to all or a large portion of the students or to a specific grade level of students;
- 1.10 In relation to any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by the Division,
 - 1.10.1 The name of the assessment or evaluation;
 - 1.10.2 A summary of the results;
 - 1.10.3 The date of the assessment or evaluation;
 - 1.10.4 The name of the individual who administered the assessment or evaluation;
 - 1.10.5 An interpretive report relating to the assessment or evaluation;
 - 1.10.6 Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
- 1.11 In relation to any independent formal intellectual, behavioural or emotional assessment of evaluation requested by the student's parent and administered to the student by an independent party:
 - 1.11.1 The name of the assessment or evaluation;
 - 1.11.2 A summary of the results;
 - 1.11.3 The date of the assessment or evaluation;



- 1.11.4 The name of the individual who administered the assessment or evaluation;
- 1.11.5 An interpretive report relating to the assessment or evaluation;
- 1.11.6 Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
- 1.12 Any health information that the parent(s) wishes to be placed in the student record;
- 1.13 Annual attendance summary;
- 1.14 Any formal education plan (IPP, etc.) when devised;
- 1.15 Information about any suspension of more than one (1) day or expulsion relating to the student. This is to be kept for a minimum of one (1) year and a maximum of three (3) years.
- 1.16 A notation indicating whether the student is Status Indian/First Nations, Métis or Inuit, if the parent wishes to provide this information.
2. The Principal shall use discretion in adding any other sensitive or confidential information not included in the list above.
3. Access to Student Records
 - 3.1 The Education Act provides for unrestricted access to all student records for:
 - 3.1.1 Students sixteen (16) years of age or older;
 - 3.1.2 Parents or legal guardians;
 - 3.1.3 Individuals with access to the student under an order made under the Divorce Act (Canada).
 - 3.2 Access to a student's cumulative file without written permission of parent(s), guardians or adult students is available to:
 - 3.2.1 Professional staff members as required to meet their professional responsibilities to the student;
 - 3.2.2 Research personnel approved by the Superintendent subject to guaranteed student anonymity; and
 - 3.2.3 Officers of the Court acting on a duly executed court order.



- 3.3 Access to a student's cumulative file with the written consent of the parent/guardian or adult student is available to:
 - 3.3.1 Prospective employers;
 - 3.3.2 Post-secondary educational institutions;
 - 3.3.3 Courts where a court order has not been provided;
 - 3.3.4 Social service agencies/government departments; and
 - 3.3.4.1 Police and probation officers.
- 3.4 Access to the record of a student's special services file is restricted to:
 - 3.4.1 Students sixteen (16) years of age or older;
 - 3.4.2 Parents or legal guardians; or
 - 3.4.3 Individuals with access to the student under an order made under the Divorce Act (Canada).
- 3.5 Access to student records by educational and other agencies
 - 3.5.1 Inquiries for assistance in locating children
 - 3.5.1.1 Information is not to be released without written consent of the parents/guardian or independent student.
 - 3.5.1.2 Inquiries for assistance for locating children are to be referred to the Superintendent.
 - 3.5.2 Student records are available only to staff and administrators who have responsibilities related to the student's education.
 - 3.5.3 To facilitate transfers, copies of student records and promotion reports may be forwarded to the receiving Principal upon request, without the written consent of the parent/guardian or independent student.
 - 3.5.4 Standardized test results and reports are to remain confidential to the Division administration and staff.
- 3.6 A parent, guardian or student may review a student record only in the presence of a staff member.



- 3.7 When parents, guardians or students request an opportunity to review a test, assessment or psychological report a qualified professional staff member must be present to interpret the information to ensure that it is clearly understood.
4. Maintenance of Student Records
 - 4.1 Student records are the property of the Division and are not to be given to the student, parent or guardian.
 - 4.2 In the event that a parent, guardian or student is of the opinion that the contents of the student record are inaccurate, a written request is to be made to the Principal to have the record rectified. If the complainant is not satisfied with the action taken, the decision may be appealed through the established appeal procedures.
5. The Principal is responsible for ensuring that accurate, complete records are kept for each student and that these records are updated annually.
6. To facilitate transfers between schools within the Division, records are to be forwarded to the receiving Principal.
7. Student records are to be retained by the school for a one (1) year period after the student becomes inactive and then forwarded to the Division Office. Student records containing information referred to in section 1 shall be retained for 7 years after the student completes grade 12.
8. Student health records other than information which parents wish to have placed on the student's record are the responsibility of the local health unit. All requests for health related records are to be referred to the health unit.
9. Elementary and junior high school students transferring out of the Division are to be provided with:
 - 9.1 Report Cards;
 - 9.2 Alberta Education Transfer Card; and
 - 9.3 Letter to the receiving Principal regarding Information Release.



Reference: Section 9, 11, 18, 32, 33, 36, 37, 52, 53, 56, 68, 70, 197, 222 Education Act
Student Record Regulation 225/2006
Student Evaluation Regulation 177/2003
Child, Youth and Family Enhancement Act
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 Justice Act
Section 23 Canadian Charter of Rights and Freedom
Youth Criminal Justice Act