



SD#10 (Arrow Lakes) District Protocol

Student Records and Retention

Overview:

The Board shall establish and maintain, subject to the orders of the minister, appropriate student records. Students' records shall be maintained in a manner that ensures the confidentiality of information to ensure privacy for students and their families, and compliance with the *School Act* and *Freedom of Information and Protection Privacy Act (FOIPPA)*.

Student records, either written or in electronic format are subject to the following procedures regarding content, storage, access, and transfer.

Procedures:

Student Cumulative File

Student records shall include the Permanent Student Record and Student File as defined by the Ministry of Education, which together shall be referred to as the Cumulative Student File.

1. School Principals are responsible for the establishment, security and maintenance of the cumulative files for each student registered in their school.
2. **Permanent Student Record (PSR):** The Permanent Student Record consists of Form 1704 and a minimum of the two most recent years of Student Progress Reports or an official copy of the Transcript of Grades.
 - a. **The Permanent Student Record must be retained by school districts for 55 years after a student has withdrawn or graduated from school.**
 - b. Complete PSR's (after graduation) will be submitted to the School Board Office annually to be filed in a secured storage facility.
3. **Form 1704:** Guidelines for completing all the fields on the Permanent Student Record Form 1704 can be found on the Ministry of Education website at:
https://www.bced.gov.bc.ca/classroom_assessment/psr_instruct.htm
 - a. School Principals or where designated, School Secretaries are responsible for updating and for the accuracy of the Permanent Student Records Form 1704.
4. **Student File:** A student file shall be established and maintained for each student enrolled in the public education system. The student file will contain copies of current records used in the planning and administration of the student's education program. The content of a student file will differ for each individual student, however, at a minimum, the student file will contain the following:
 - a. current student record inclusions as listed on form 1704 (*medical alert, legal alert, student information, etc.*);
 - b. a copy of the student's current Student Learning Plan (if applicable);
 - c. a copy of the student's current IEP (if applicable);

- d. student progress reports and achievement history; and
 - e. record of contacts with parents/guardians.
5. A confidential student file may also be established and contain, but not be limited to the following:
 - a. Professional assessment reports from staff and/or outside agencies;
 - b. school-based team meeting minutes relating to the student;
 - c. medical information provided at the option of the parent or public health;
 - d. confidential records relating to the provision of diagnostic assessment and counseling services to students from external agencies;
 - e. court orders or other legal documents and/or
 - f. other reports deemed by the Principal to be appropriate for inclusion.
 6. Records of reports made under the *Child, Family and Community Service Act* or information that forms the basis of a child abuse report under this are not included in the Cumulative Student File and should be maintained in a confidential file.
 7. Where a confidential file exists, the main student file should indicate that a confidential red file binder has been created.
 8. Student files will be stored by the school in which the student was last registered.
 9. 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.

Access to Student Records

Access to student records will be in accordance with the *School Act*, the *FOIPPA* and other applicable legislation.

10. A student or parent/guardian shall have the right to review the Cumulative Student File by arrangement with the school Principal.
11. 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 court order.
12. 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.
13. 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.
14. 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.
15. 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 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.

Disputes Regarding the Content of Records

16. If the student of age 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. The school Principal is required to provide a written reply or to initiate a conference within a reasonable time frame of receiving the written concern. If the request is denied, the student or parent (guardian) shall be informed of their right to appeal the decision under Board Bylaw 4 (Appeals).

Transfer of Records

Permanent Student Records must remain the property of the British Columbia school system.

17. In the case of transfer to another public school in British Columbia, the Cumulative Student File will be transferred upon written request from the Principal of the receiving school.
18. In the case of a student transferring to an Independent School or an educational institution outside of British Columbia, a copy of the Cumulative Student File will be transferred upon written request from the Principal of the receiving school.
19. No records are to be provided to 'schools' that are not public schools or independent schools, as defined in the *Independent Schools Act* and in British Columbia.
20. A log book tracking system shall be maintained at each school for the purpose of recording all student record transfers. The log book will contain the date of transfer, student name, and date of birth, Personal Education Number (PEN) and destination.
21. Psycho educational assessments and other potentially sensitive reports at the discretion of the Principal may not be forwarded but must be acknowledged as available from Student Support Services, provided that there is written consent of the parent.

Requests for Transcript

22. Where copies of official transcripts are not available to persons who had previously graduated from a school in the district they should be directed to contact the Ministry of Education Student Secure Web <https://www.bced.gov.bc.ca/exams/tsw/tsw/student/>.
23. Students can order copies of the transcripts on the Ministry Website at <http://www.bced.gov.bc.ca/transcript/>.