

ADMINISTRATIVE PROCEDURE NO. 330

STUDENT RECORDS

Background

A student record shall be maintained for each student or child enrolled in Red Deer Catholic Regional Division No. 39. Student records shall contain information relevant to the program placement in accordance with *Student Record Regulation A.R. 71/99* and explained in Policy 3.2.7. The information in the student record shall be maintained in a format that protects the privacy of the student in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*.

Procedures

1. The school principal shall ensure that student records are complete and that they are properly secured.
2. A student record must contain all information affecting decisions made about the education of the student. The record must contain:
 - 2.1 Identification data: the student's name as registered under the *Vital Statistics Act* and any other surnames by which the student is known; the student's date of birth; the student identification number as assigned by the Minister and any number assigned by the Board; gender of the student; name(s) of parents /guardian(s); addresses and telephone numbers of the student and the student's parent(s)/guardian(s); a copy of the student's birth certificate; a copy of the student's baptismal certificate; and a copy of any separation agreement or court order relating to custody or guardianship as defined under Section 18 or 19 of the *Provincial Court Act*;
 - 2.2 The Board of which the student is a resident student;
 - 2.3 The citizenship of the student, and if the student is not a Canadian citizen, the type of visa or other documentation which lawfully admits the student to Canada for permanent or temporary residence, and the expiry date of the visa and/or documentation;
 - 2.4 The names of all schools attended by the student in Alberta and the dates of enrolment, if known;

- 2.5 An annual summary or summary at the end of each semester of the student's achievement or progress in the courses and programs and courses in which the student is enrolled;
 - 2.6 Results obtained by the student on any diagnostic test, achievement test, and diploma examination conducted by or on behalf of the Province and standardized testing administered by the Board;
 - 2.7 The results of any application under the *Student Evaluation Regulation (A.R. 169/98)* for special provisions and directives to the writing of achievement and/or diploma exams;
 - 2.8 The name and date of any assessment or evaluation administered individually to the student by the Board, the interpretive report of the assessment, and any action taken as program planning as a result of the assessment;
 - 2.9 Any health information that the parent or student wishes to be placed on the student record;
 - 2.10 An annual summary of the student's school attendance;
 - 2.11 Information relating to any suspension or expulsion to the student.
 - 2.11.1 This information must be retained for one year or until June 30 of the year following the year in which suspension or expulsion occurred, and
 - 2.11.2 Be removed from the student record for a student not later than three years after the date on which the suspension or expulsion began.
 - 2.12 A notation to indicate if the parent of the student is eligible to have his children taught in the French language pursuant to Section 23 of the *Canadian Charter of Rights and Freedoms* and whether the parents wishes to exercise that right;
 - 2.13 An Individual Program Plan with all amendments, if applicable; and
 - 2.14 A Threat Assessment File Report (Form 39) indicating that a formal risk/threat assessment was performed in the past school year.
3. Access to information contained in a student record shall be granted to those who are entitled to receive such access. The principal may ask that the individual requesting access to a student file make an appointment for a time that is convenient to both parties. Any person claiming a right of access to a student record must provide supporting documentation which is satisfactory to the principal. If there is any doubt regarding an individual's right of access to a student record, the matter

shall be referred to the Superintendent. The following people may review the student record:

- 3.1 The student for whom the record was created;
 - 3.2 The parent, except where the student is an independent student;
 - 3.3 A person who has access to a student under a separation agreement, under a court access order;
 - 3.4 An employee or agent of the Board if the information is relevant and necessary to a matter being dealt with by that person;
 - 3.5 The Minister, for the purpose of carrying out any program or policy under the Minister's administration;
 - 3.6 A person in accordance with the *Freedom of Information and Protection of Privacy Act*;
 - 3.7 Officers of a court under subpoena, court, or a search warrant;
 - 3.8 The Department of Justice of the Government of Alberta or its designate when requested by that Department for the purpose of administering the *Youth Justice Act* or the *Youth Criminal Justice Act (Canada)* or carrying out any program or policy under either act;
 - 3.9 A medical officer of health may request in writing a student's name, address, date of birth, gender, school and the name, address, and telephone number of the student's parent(s) or guardian(s); and
 - 3.10 The student's new school, in accordance with the provisions for transfer of a student record as required by the *Education Act*.
4. Before access is given to a student record, the record must be reviewed by the principal, in accordance with *the Freedom of Information and Protection of Privacy Act*, to ensure that there is no reference to, or personal information of others, included in the student record.
 5. A request for a copy of a student record must:
 - 5.1 Be in writing;
 - 5.2 Identify what is to be copied;
 - 5.3 Name the recipient of the copy;

5.4 Include the written consent of the student or parent, if the recipient is other than the student or parent; and

5.5 Include payment for any applicable fees.

6. When a student record has been reviewed or requested, the date, the names of the individual(s) making the request, and the reasons for the request as stated by the individual requesting the record shall be recorded in the record.
7. Information contained in a student record cannot be altered, removed or destroyed except in accordance with *Student Record Regulation 71/99, Education Act, Section 56 and Section 42(4) and FOIP Ch. F-18.5 Section 35*. Requests for correction or alteration of a student record must be received in writing. Information relating to the request for a change to the student record and the resolution of the request must be placed in the student record. In the case of an unresolved dispute, the principal may refer the matter to the Superintendent.
8. The principal shall ensure that the student record is forwarded to the Division office at the completion of the student's education or when the student has left the province. The student record then becomes the responsibility of the Superintendent. The Board will keep the student record for at least 7 years after the date the student could be expected to have completed grade 12. When a student record has been kept for the required amount of time, it shall be shredded.

References:

Sections: 42(4), 56 of the Education Act