



Chilliwack School District
"Partners In Learning"

under review

ADMINISTRATIVE REGULATION 507.1

STUDENT RECORDS

Chart 1: Types of Student Documents

Type of Student Document	Permanent Student Record		Inclusions	Central School Records on a Student	Individual Educator's Personal File
	Permanent Student Record 1704	Student Progress Reports			
Description	paper and/or electronic format	minimum of two most recent years or official copy of the transcript of grades	<ul style="list-style-type: none"> · items listed in the student record inclusions section on the permanent student record 1704 · additional student progress reports (need not be listed under inclusions) 	<ul style="list-style-type: none"> · examples include: <ul style="list-style-type: none"> · disciplinary records · final submission of grades (senior years) 	Informal personal notes not shared with others
Requirements for storage	both the permanent student record 1704 and either of the following: <ul style="list-style-type: none"> - the two most recent years of student progress reports or - an official copy of the transcript of grades must also be kept stored and/or archived according to school board policy for 70 years		documents to be kept, stored and/or archived according to school board policies	no storage requirement	

Definition and Description

The Permanent Student Record shall consist of two parts:

1. Permanent Student Record Form 1704 and;
2. A minimum of the two most recent years of Student Progress Reports (grades K-10) or an official copy of the Transcript of Grades (grades 11-12)

In addition to the Permanent Student Record, a student file shall be established and maintained at each school for each student enrolled in Chilliwack School District.

The Student File shall contain but not be limited to:

- . current student record inclusions as listed on Form 1704
- . a copy of the student's current Student Learning Plan (SLP)
- . a copy of the student's current Individual Education Plan (IEP)
- . a copy of school progress and achievement history on the permanent record card
- . medical information as provided at the option of the parent or public health authority
- . legal information as provided at the option of the parent, guardian or custodial authority
- . a summary of interpretive tests and/or interpretive reports based on such tests. All such entries shall include the name of the person conducting the test and the entry date
- . professional assessment reports from staff and/or from outside agencies

The **central school file** on a student shall contain a reference to the location of any information that is being maintained outside the central file.

Working information or sensitive matters of a medical, counselling or personal nature should not, except where circumstances warrant as determined by the Superintendent or designate, become part of the **permanent record of the student**.

With respect to standardized achievement results, individual test results shall not be kept in the permanent record card.

Access to Student Records

1. Parent(s) or guardian(s) of students have the right to access the information about their children. Minor students accompanied by their parent(s) or guardian(s), adult students aged 18 or older have the same right of access to information about themselves. Access to the student record shall be permitted only to the student or a parent of the student as defined by the School Act. A non-custodial parent may obtain access to the student records only if:
 - a) the custodial parent has consented in writing, or
 - b) the non-custodial parent is granted access to the student's record by a court order, or
 - c) there is a written agreement between the custodial and non-custodial parent that permits access to student information.
2. The principal shall determine which school staff shall be authorized to access a student's record. As a guideline, staff access should be limited to **vice principals**, teachers in direct contact with the student or to support staff with direct responsibility for the maintenance of student records.
3. The Superintendent or his designate shall determine and make known to schools, which district staff have access to student records.
4. The principal may restrict access to information of a sensitive nature such as social service, medical or legal document. In accordance with the School Act, the student or the parent of the student cannot be restricted access to any part of the student record.
5. Student records may be released to the Board's insurer to the extent necessary to meet any claims being made against the insurance provided to the Board by the insurer.
6. 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 arrangements shall be required in order to give the administrative officer adequate opportunity to arrange for the examination of the student's records.
7. A log shall be maintained as part of each file recording each person allowed access to the file and the date of access.

8. The right to examine the student's record includes the right to make copies. Upon request, copies of a student record will be provided to the parent/guardian or student at a nominal cost.
9. Information such as student interests, aptitudes and activities is often kept in a student's folder which is stored in the counsellor's office. This folder is available to the student and the parent but does not form part of the student's permanent record. These records shall be updated and culled regularly.
10. If a non-custodial parent requests records, authorized personnel shall, without the consent or agreement from the custodial parent, wait for a court order before releasing such information.
11. Under British Columbia law any communication between the student and teacher is not considered privileged and must be revealed, if ordered by the courts.
12. In the event that a minor student requests to examine his/her student record, the principal or person designated by the principal shall inform the parent/guardian of the request.
13. Appropriate school personnel have the right to view student records. Other parties may only review student records after securing parental or adult student permission, or under court order or subpoena.
14. The information contained in a student's file shall only be accessible to other professional agencies when a written request has been made by the legal parent/guardian or legal representative of the student, or by the student if he/she is an adult, except where permission has been explicitly granted by the superintendent or where the release of such records is required by ~~statutory declaration~~ **an enactment** or by court order.
15. Copies of report cards, academic transcripts, and statements of standing may be provided to other parties where a written request has been made by the legal parent/guardian or legal representative of the student, or by the student if he/she is an adult. Letters of reference, or letters on file which summarize and interpret file contents may also be provided if similarly requested. However, copies of documents requiring interpretation shall not be provided to other parties, except where permission has been explicitly granted by the superintendent, or where the release of such records is required by ~~statutory declaration~~ **an enactment** or by court order.
16. Written requests under Freedom of Information or Protection of Privacy Act shall be determined in accordance with that Act by the Superintendent or designate.

Confidentiality

Subject to these regulations, the Board shall ensure the confidentiality of student records and shall make all reasonable attempts to ensure privacy of students and their families.

1. In terms of confidentiality two types of records may be identified.
 - a) Records collected by or on behalf of the Board, or the Ministry of Education. These records are accessible to authorized personnel and agencies to parents/guardians and to students provided that an educator is present to ensure a proper interpretation of such records.
 - b) Notes and observations prepared by and for the exclusive use of district staff, teacher and/or administrative officer. **These are not considered part of the student record under the School Act if no one other than the person who prepared them has access. However, they are records made in the course of employment and are therefore under the custody or control of school district.** ~~Such notes are considered to be the property of the author and are not accessible to other parties except by court order.~~

Although student records ~~in category 1.~~ above are the property of the school district, it is the practice of the Board to seek parents' or adult student consent before records are released.

2. The confidentiality and security of student records shall be protected. Personnel are expected to exercise care and attention in preventing the use of data out of context, and in preventing their disclosure to unauthorized persons or agencies.

Removal or Correction of Student File Entries

1. Persons with access rights may request the Board to correct or remove entries in a students' record.
2. The superintendent or designate, on receiving such a request, shall make a determination regarding the request.
3. If the employee denies the request, the applicant shall be informed of the right to appeal through the Student Appeals Bylaw (230 BL)
4. The principal or designate shall be responsible for the periodic culling of information from student records that have become dated or are no longer of use to the school.

5. Collection, storage and disposal of student records shall be conducted in such a way so as to preserve confidentiality, as for example, shredding or incineration and will be in compliance with the Document Disposal Act.

Permanent Student Record

1. Administrative Officers shall ensure that the permanent record card and transcript of grades of each graduating student who has left the British Columbia school system shall be retained on file in the school for at least 12 months. At the end of the school year immediately following this period, the card shall be sent to the district office for permanent storage. The district office shall ensure that the permanent record card of each graduate who has not subsequently enrolled in a British Columbia public school is stored centrally for a minimum of 70 years.
2. In cases of transfer within British Columbia public schools a student's permanent record card must not accompany the student but must be sent only on the request of the principal of the receiving school. In cases of transfer to a private school within British Columbia or public and private schools outside of British Columbia, the permanent record card shall not be sent. In these cases, at the request of the principal of the receiving school, copies may be sent.

Document Transfers

1. Each school and school district office shall maintain a record of details involved in the transmission of the student files for which it is/was responsible. The records shall include: student name, date of birth, name and address of receiving school, date of transmission, and signature of the person processing the transmission of the file.
2. A student's file shall be transferred to another educational institution in which the student has enrolled in accordance with the following guidelines.
 - a) **Chilliwack School District** - the student file shall be transferred without delay upon receipt of a written request from the principal of the receiving school.

- b) **British Columbia Public Schools Outside Chilliwack School District** - the student file shall be transferred without delay upon receipt of a written request from the principal of the receiving school.

- c) **Schools Outside the British Columbia Public School System** - the student file shall be transferred without delay upon receipt of a written request from the principal of the receiving school supported by a written request for the transfer of the file made by the legal parent/guardian or legal representative of the student or by the student if he/she is an adult. These requests shall then be stored with the student's permanent school record card which shall be retained in the British Columbia public school system.

Cross Refs: School Act Sections 97, 182, 2, 184, 9, 189; Regulations Section 12; Ministerial Order M14/91, M190/91

Adopted: May 25, 1993
Reviewed:
Revised: July, 1996

SCHOOL DISTRICT NO. 33 (CHILLIWACK)

Release of Confidential Information
CONSENT FORM

Request by Student to See His/Her Records

I, _____ of _____
(parent/guardian) (student's name)

am aware of his/her wish to have access to his/her school cumulative record and hereby grant permission to the principal of the school to make such records available.

signature parent/guardian

date

**INFORMATION REQUESTED BY AGENCY
OUTSIDE DISTRICT SCHOOL DISTRICT**

I hereby authorize the release of appropriate information and records concerning

_____ to _____
(name of child) (requesting agency)

signature parent/guardian

date