

AP 300.6: Student Records

Purpose: Student records shall be maintained in a consistent manner throughout the district. They shall be stored in such a way as to permit easy access and retrieval by authorized personnel so as to maintain their confidentiality and security.

1. Permanent Student Record Cards

- 1.1 The principal shall ensure that the Permanent Student Record Card (PRC) for each student enrolled in the school is maintained up-to-date in accordance with current Ministry of Education directives and Board Policy. The PRC must contain the final grade or mark, for every course completed by the student. Final marks must be entered on the PRC as soon as possible and in any case, must be entered prior to the start of the following school year and prior to the transfer of a PRC to another school. The names and forms of all tests, and the dates they were administered, should be recorded; however, only the results of group tests, not individualized tests, shall be recorded on the Card.
- 1.2 A student's Permanent Student Record Card shall be transferred to another B.C. public school without delay upon receipt of a written request from the principal or designate of the receiving school. The PRC must contain the final marks of all courses completed by the student at the time of the transfer.
- 1.3 A copy only of a Permanent Student Record card shall be transferred without delay upon the written request of the principal of an independent school or an educational institution outside the province. The principal of the last enrolling school shall ensure that the Permanent Student Record Card of a student who has left the British Columbia public school system district, and who has not subsequently enrolled in another BC public school, shall be retained on file in the school for a minimum of fifty-five (55) years.
- 1.4 Permanent Student Record cards shall be stored in a safe and locked place in the school in which the student is enrolled.
- 1.5 Permanent Student Record cards from feeder schools shall be transported to the secondary schools on or before the last day of school each year.

2. Student Registration Form

- 2.1 Students will be registered using only the school district form. Principals should ensure that the registration date is entered on the form.
- 2.2 Principals are responsible for ensuring that the following are presented and entered on the form:
 - 2.2.1 For students born in Canada:

proof of age for students new to the school system (such proof may include a provincial Birth Certificate or Medical Card); or,

2.2.2 For students not born in Canada:

proof of citizenship or landed immigrant or refugee status (such proof may include birth certificate, citizenship papers or card, student visa, landed immigrant or refugee papers from Canada Immigration).

2.3 The Student Registration Form shall be stapled to the inside left side of the student file folder.

3. Student Files

3.1 The principal shall ensure that all significant information and records (with the exception of the Permanent Student Record Card) relating to the development of a student is contained in one school file. It is essential that a full and complete record of a student's development be maintained in the student's file.

3.2 Raw data, working records and materials that are the professional working material of the teacher, school, or district may be stored separately.

3.3 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 help him/her best?

3.4 Inside a student's file folder, there should be a chronological collection of educationally significant documents. This includes but is not limited to:

3.4.1 copies of report cards, summaries of results;

3.4.2 recommendations arising from group and/or individual testing;

3.4.3 referrals to and reports from Student Services;

3.4.4 Individual Education Plan (I.E.P.);

3.4.5 notes regarding parent reviews of the files and summaries of unusual parent-teacher interviews. Each document should be dated and signed by the person making the entry.

3.4.6 At the end of each school year, the documents collected during that year shall be stapled together and tagged with an identifier indicating the school year.

3.5 At the end of each school year the documents relating to that year should be critically reviewed. Those deemed to be important and relevant should be collated in chronological order (most recent on top) and stapled together with a note indicating the school name, the school year, and the student's grade placement, signed and dated by the person doing the review and collation. All other documents should be removed from the file and destroyed.

3.6 Files shall be stored in locked filing cabinets located in a secure area of the school. They shall not be stored in classrooms.

4. Access

- 4.1 All professional and support staff authorized by the principal shall have access to that student's file at all times.
- 4.2 All information contained in a student's file shall be accessible to the legal parent/guardian or student or legal representative of the student in conference with professional staff qualified to interpret the data in their proper and intended context. Requests for access shall be filed through the principal of the school and access shall take place in a prompt manner.
- 4.3 Copies of report cards, academic transcripts, and statements of standing, once prepared, shall be provided upon request to the legal parent/guardian and/or student or legal representative of the student.
- 4.4 Parents do not have access to a record prepared by a person if that person is the only person with access to the record. E.g. counsellors' notes or, a record of a child abuse/neglect report or information that forms the basis of such a report.
- 4.5 The information contained in a student's file shall be accessible to other professional agencies only 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 designate or where the release of such records is required by statutory declaration or by court order or a District Authorization for Release of Information form has been signed.
- 4.6 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 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 the Superintendent has explicitly granted permission, or where the release of such records is required by statutory declaration or by court order. A fee may be charged to cover the costs of providing this information.
- 4.7 Other than as noted above, personal information such as student addresses and telephone numbers shall not be divulged by schools without permission of the student or the parents/guardians.
- 4.8 Copies of student records may be released to the board's insurer to the extent necessary to meet any claims and shall be disclosed to a person who is planning for the delivery of, or delivering, health services, social services, or other support services to that student or child.

5. Transfer of Files

- 5.1 Unless a request for the transfer of the student's file to another public school in British Columbia is received, the file shall be stored by the school until the end of the school year during which the student has his/her twenty-first (21st) birthday. At that time if a student has a transcript that shows he/she graduated, the file shall be destroyed. If the transcript shows that the student did not graduate, the last two years of Student Progress Reports shall be pulled and placed with the Permanent Student Record Card for storage and the rest of the file destroyed. (this Regulation does not apply to student PR cards).
- 5.2 Each school and the School Board 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.
- 5.3 A student's current Student Learning Plan, I.E.P. and file shall be transferred to another B.C. public school without delay upon receipt of a written request from the principal of the receiving school.
- 5.4 Copies only of a Student Learning Plan, I.E.P., PR Card and student file shall be transferred without delay upon the written request of the principal of an independent school, Band school, or an educational institution outside the province. The request shall be stored with the Permanent Student Record Card, Student Learning Plan and I.E.P. and Student File.
- 5.5 Files from feeder schools shall be transported to secondary schools on or before the last day of school each year.
- 5.6 The storage and/or transmission of a student's file are the responsibility of the school in which the student is registered.

6. Reporting Transfers

Principals of secondary schools are required to report annually to the superintendent of schools, the number of students transferred to independent schools, the number of students transferred to other districts in BC, and the number of students who have withdrawn but have