

## Administrative Procedure 320

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# STUDENT RECORDS

### Background

Student records are maintained in order to provide accurate, up to date background information for making important educational decisions such as grade promotion/retention, program assignment and assisting students who have special educational needs. Student records must be maintained in accordance with Alberta Education requirements and kept in a format that protects the privacy of the student in accordance with the Freedom of Information and Protection of Privacy Act.

### Procedures

1. Principals are required to establish and maintain on file a student cumulative record for each student enrolled in their schools.
2. A student's record shall consist of the following information:
  - 2.1 Student identification data:
    - 2.1.1 Date of birth.
    - 2.1.2 Legal name.
    - 2.1.3 Citizenship.
    - 2.1.4 Sex.
  - 2.2 Name of parent(s)/guardian(s).
  - 2.3 Address and telephone numbers of parent(s)/guardian(s).
  - 2.4 Resident status.
  - 2.5 Eligibility and desire for education under section 23 of the Canadian Charter of Rights and Freedoms.
  - 2.6 Schools, grades, programs attended, levels of achievement/progress and attendance history.
  - 2.7 Relevant health information.
  - 2.8 Results of diagnostic tests, achievement tests and diploma examinations conducted by or on behalf of the Province.
  - 2.9 Standardized tests under any testing program administered by the Division to all or a large portion of the students.
  - 2.10 A notation to indicate special education services, if any.
  - 2.11 An Individual Education Plan or Individual Program Plan, if one has been developed.

- 2.12 A summary report of any formal intellectual, cognitive, social or emotional evaluation of the student, the name of the person who conducted the evaluation, the date conducted and action taken as a result of the evaluation.
3. A student record shall not include:
    - 3.1 Psycho-educational assessment instruments and protocols.
    - 3.2 Information of a sensitive nature, which in the opinion of the Superintendent would be injurious to the student if disclosed.
    - 3.3 Notes and observations that are prepared by and for the exclusive use of a teacher or Principal, and that are not used in program placement decisions.
    - 3.4 Any information relating to a report or an investigation under the Child, Youth and Family Enhancement Act.
  4. Student records shall be updated annually.
  5. Student records shall be stored in a secure location.
  6. Disclosure of Student Records

The contents of a student record are not to be disclosed except:

    - 6.1 Where an employee or agent of the Division requires the information to better meet the educational needs of a student.
    - 6.2 With the written permission of the parent(s)/guardian(s) if the student is less than sixteen (16) years of age.
    - 6.3 With the written permission of the parent(s)/guardian(s) or student if the student is sixteen (16) years of age or older.
    - 6.4 With the written permission of the Minister.
    - 6.5 Where required by law pursuant to a court order, subpoena, warrant or other appropriate legal document.
    - 6.6 In accordance with the Division's procedures for transfer of records as noted in section 8.
  7. Review of Student Records

A student record may be reviewed in accordance with the following:

    - 7.1 A parent(s)/guardian(s) of a student if the student is younger than sixteen (16) years old, by the student and parent(s)/guardian(s) if the student is sixteen (16) years of age or older, or by an independent student.
    - 7.2 An individual who has access to the student by order made under the Divorce Act of Canada.
    - 7.3 Where a student record contains psycho-educational information that has been provided by a person who has recognized expertise or training, the individuals referred to in 7.1 and 7.2 above are entitled to review such information. This information will only be reviewed at a time when a person who is competent to explain and interpret the information is available.

- 7.4 When a student record has been reviewed, the date and name of the reviewer shall be recorded in the record.
- 7.5 If any information is challenged as being inaccurate or incomplete, the reviewer shall record the challenge or correction in the student record.
- 7.6 In the case of an unresolved dispute, the Principal may refer the matter to the Superintendent.

#### 8. Transfer of Student Records

- 8.1 Within the Division, the student record shall be forwarded to the receiving Principal upon written request.
- 8.2 Within Alberta, the Principal of the school from which the student has transferred shall, on receipt of a written request from the receiving Principal, send the record.
- 8.3 Outside of Alberta, the Principal of the school from which the student has transferred may, on receipt of a written request from the receiving Principal, send a copy of the student record.

#### 9. Retention of Student Records

- 9.1 A student record shall be kept for at least seven (7) years after the student ceases to attend a school operated by the Division or until the record has been forwarded to another school in Alberta.
- 9.2 When a student transfers to a school outside Alberta, the student record shall be kept seven (7) years after the date the student could be expected to have completed Grade 12 if the student had not transferred from the school.
- 9.3 After a student record has been kept for the required amount of time, it shall be shredded.

10. An annual review of student record procedures will be carried out by the Superintendent or designate.

Reference: Section 56, 196, 197, 222 Education Act  
Student Record Regulation 097/2019  
Children First Act