

POLICY

SCHOOL DISTRICT NO. 53
(Okanagan Similkameen)

STUDENT RECORDS

Reference: F-11
Created: September 16, 2009

STUDENT RECORDS

The Board will establish and maintain a student record for each student in the school district.

More specifically, this record will include:

1. **Permanent Student Record**, and
2. A **student file** that contains:
 - a. all documents listed as inclusions on Form 1704, PSB 048 (revised 2005);
 - b. a copy of the student's current Student Learning Plan, if any;
 - c. a copy of the student's current IEP, if any;
 - d. a minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) or an official copy of the Transcript of Grades issued by the Ministry of Education; and
 - e. where letter grades are not set out in a student progress report for a student in grade 4, 5, 6 or 7, a written record of those letter grades.

These student records may be electronically stored when:

1. the format for storage has been Ministry certified (BCeSIS)
2. the school can recreate the data in case of system failure
3. printouts must represent the fields in the same order as on the 1704 form
 - a. printouts should read as one of the following:
 - i. ** Copy Only – Master resident at school **
 - ii. ** Obsolete Copy – Record Tranferred **
 - iii. ** Master Copy – Do Not Destroy **
 - iv. Clearly display the date, time of printing, the school and district
 - v. The form must be printed and stored when the student leaves the BC school system.

All student files will be stored, accessed, used, and disposed of in a confidential manner to ensure privacy for students and their families.

The Board regards documents which the district has received or has prepared in the course of the conduct of its business to be the property of the school district.

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Document Transfers

Within British Columbia a school must:

- Transfer the Permanent Student Record, the current Student Learning Plan, if any, and the current IEP, if any, for a student, upon receipt of a request from the new Board where the student is enrolled.

Outside the Province:

- Where a former student is enrolled in an independent school or an educational institution outside the Province and the Board receives a request for a student's records, the Board must transfer the current Student Learning Plan, if any, the current IEP, if any, and a **COPY of the Permanent Student Record** of that student to the requesting institution.

Access to Student Records

Students and parents of students are entitled to access student records in accordance with the School Act and Board policy while accompanied by the principal or a person designated by the principal to interpret the records.

Student records will only be accessible to those persons who are involved in planning and/or delivering an educational program and related services to a student, or who are otherwise legally entitled to access a student's records.

Student records may also be released to the school district's insurer (Schools Protection Program), and in appropriate circumstances to law enforcement officials, or other persons legally entitled to such records, subject to those persons or agencies ensuring the student records are treated in a confidential fashion, to the extent reasonably and lawfully necessary and possible. *

* Note:

1. "Student Record" means a record of information in written or electronic form as defined in the School Act but does not include a record prepared by a person if that person is the only person who will have access to the record.
2. Section 27(7) of the Interpretation Act sets out that "where in an enactment power is given to a person to inspect or to require the production of records, the power includes power to make copies or extracts of the records".

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Storage and Destruction of Student Records

Student files shall be stored at the school where the student is enrolled (or home school student is registered). When a student transfers to, or in the case of a home schooled child registers in, a new school within the district, the student file shall be transferred to that new school.

Permanent Student Records will be **maintained for a period of 55 years** from the date the student withdraws or graduates from school. Destruction of permanent student records will occur in a confidential manner. **All other student records** (as listed above under 'student file') **will be maintained for a minimum of 5 years from the time a student withdraws or graduates from school**, unless there are reasonable grounds to conclude that such records should be maintained for a longer period of time (e.g., allegations of sexual abuse, accidents, legal proceedings).