

Administrative Procedure 320

STUDENT RECORDS

Background

All student records shall be maintained in a manner that ensures the confidentiality of information and the privacy of students and their families and becomes a part of the student's file.

As per the Ministry of Education and Child Care ([Permanent Student Record Instructions](#) / [Student Records Order](#)), Permanent Student Records must be retained by Districts for 55 years after a student has withdrawn or graduated from school and stored according to District policies and/or administrative procedures. All student records, either in written and/or electronic form, shall be subject to the following procedures regarding content, access and retention.

Definitions

A Permanent Student Record (PSR) consists of the following **two** parts:

1. **Form 1704**, and
2. 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.

A Student File (student record) shall be established and maintained for each student enrolled in the public education system. The student file will contain copies of current records used in the planning and administration of the student's education program.

Procedures

1. Introduction

- 1.1. The Principal is responsible for the establishment and maintenance of a record for each student registered in his or her school including security of the access to records ([School Act Section 79](#)).
- 1.2. The student record consists of all information collected or maintained by the District pertaining to the student but does not include notes prepared by and for the exclusive use of a teacher or administrator.

2. Contents of student records

- 2.1. Any information placed on a student's record must be done so with the knowledge:

- 2.1.1. That the student, and his or her parent, as defined in the [School Act](#), have access to all information contained in the student record (School Act, [section 9](#))
 - 2.1.2. That the information is considered to be official documentation of the District
 - 2.2. The student's school file shall contain but not be limited to the following:
 - 2.2.1. A copy of school progress and achievement history.
 - 2.2.2. Individual educational plans.
 - 2.2.3. Medical information.
 - 2.2.4. 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.
 - 2.2.5. Professional assessment reports from staff and/or from outside agencies.
 - 2.2.6. Demographic information including legal name, birthdate, legal guardianship, citizenship and visa information if applicable, and other information as required by the Ministry.
 - 2.2.7. Court orders as indicated by the legal alert.
 - 2.2.8. Other legal documents (i.e. name change or immigration document).
 - 2.3. The school file on a student shall contain a reference to the location of any information that is being maintained outside the file.
3. Removal or Correction of Student File Entries
- 3.1. Persons with access rights according to the School Act, section 9, may request the principal to correct entries in a student's record.
 - 3.2. The principal, on receiving such a request, shall make a ruling.
 - 3.3. If the principal denies the request, the record shall be annotated with a notation of the proposed correction and that the correction was denied.
 - 3.4. The principal shall be responsible for the periodic culling of information from student records that have expired or are no longer of use to the school.
 - 3.5. Disposal of student information shall be done in a way that preserves confidentiality, as for example, shredding or incineration.
4. Confidentiality of Student Information and Access to Records
- 4.1. A student record is confidential.
 - 4.2. Access to the student record shall be permitted only to the student or a parent as defined in the School Act. A parent without parental responsibilities for educational decisions respecting the student, may obtain access to the student record only if:
 - 4.2.1. The person with parental responsibilities for educational decisions respecting the student has consented in writing, or
 - 4.2.2. The parent without parental responsibilities with respect to the student is granted access to the student's record by a court order, or
 - 4.2.3. There is a written agreement between the parent with parental responsibilities for educational decisions respecting the student and the parent without such responsibilities that permits access to student information.

- 4.3. The principal shall determine which school staff shall be authorized to access a student's record. As a guideline, staff access is to be limited to teachers in direct contact with the student or to support staff with direct responsibility for the maintenance of student records.

- 4.3.1. The Superintendent shall determine and make known to schools, which District staff have access to student records.

- 4.4. Any examination of the student record by a student or parent, as defined in the School Act shall occur in the presence of the principal to interpret the records. Prior arrangement shall be required in order to give the principal adequate opportunity to arrange for the examination of the student's record.

5. Transfer of Student Records

- 5.1. In the event that the student transfers to another school within the District, the entire student record shall be sent directly to the principal of the receiving school upon receipt of the appropriate request for records.

- 5.2. Where a District receives a request from a District in British Columbia to which a student transfers, the District must transfer the Permanent Student Record for the student, together with all documents required to be listed as inclusions on the form entitled "Permanent Student Record," together with the student progress reports for the two most recent years, or a copy of the transcript of grades issued by the Ministry of Education and Child Care, together with, if the student is in grade 4, 5, 6 or 7 and the student progress report does not contain letter grades, a record of those letter grades, and the student's current IEP.

- 5.2.1. Release of restricted information to the out-of-District receiving school shall be upon receipt of written request from the principal of the receiving school to the Assistant Superintendent, and after written receipt of student (see clause 5.7 below) and/or parent, as defined in the School Act, approval.

- 5.3. When a student transfers to an independent school or an educational institution outside of British Columbia, a copy only of the documents set out in section 2 above will be transferred upon receipt of a request from the principal of the receiving school. The original Student File is to be maintained at the school as set out below.

- 5.4. No records are to be provided to 'schools' that are not public schools or independent schools, as defined in the [Independent Schools Act](#) and in British Columbia, listed in the Ministry document Public and Independent Schools Book.

- 5.5. A log tracking system shall be maintained at each school by the principal for the purpose of recording all student record transfers. The log will contain the date of transfer, student name, date of birth, Personal Education Number (PEN) and destination.

- 5.6. Principals shall comply with requests for copies of a student record only when such requests are accompanied by written authorization to release the information, signed by the student (see clause 5.7 below), or by the parent, as defined in the School Act. The authorization record shall be placed in the student file.

- 5.7. Before providing a copy of a student record to an educational institution requesting such copy under clause 5.6 above, the principal must receive written authorization to release the information, signed by the parent, as defined in the School Act, or signed by the student, if the student is of sufficient age and maturity to exercise their own information rights (usually 12 years of age).

6. Retention of Student Records

- 6.1. The Permanent Student File includes electronic and paper records as mandated by the Ministry of Education and Child Care (Permanent Student Record Instructions / Student Records Order). Documents include the Permanent Student Record (also known as the 1704 form) and inclusions, and the Official Student Transcript or the two most recent Student Progress Reports.
- 6.2. The Permanent Student Records and Official Transcripts must be retained by the District for 55 years after a student has withdrawn or graduated from school (Ministry of Education and Child Care – Permanent Student Records Instructions / Student Records Order) and stored by the school in which the student was last registered. After five years, the principal will scan the Permanent Record Card and the Official Student Transcript to the Office Services Department.
 - 6.2.1. In the case of a student's death before graduation, the Permanent Student Record shall be retained for 55 years.
- 6.3. Inactive student files, including files for students who have successfully completed Grade 12 that were not transferred, will be retained by the Principal for a period of five years. After five years, the school will scan the Permanent Record Card and inclusions, and the Official Student Transcript to the Office Services Department. The District is required to keep the Permanent Record, a written record of letter grades where such letter grades are not set out in a student progress report for a student in grade 4, 5, 6 or 7, and Official Student Transcript or two most recent years student progress reports for 55 years. The following items must be retained in the student file until the student turns 20 years of age, plus two years for liability purposes:
 - 6.3.1. General Student Information
 - 6.3.2. Withdrawal files – student withdrawal file plus any forwarding correspondence
 - 6.3.3. Legal restraining orders/custody orders
 - 6.3.4. Aboriginal Education Information
 - 6.3.5. ESL core information
 - 6.3.6. Special Education core data (incl. IEP, safety plans, gifted records, psych and related reports, psych assessment and related reports)
- 6.4. For International core information, the retention period is until the student turns 20 years old plus two years. In the event of a school closure, files will be stored at a secure District site and accessed through the District office.
- 6.5. Contact with, or information pertaining to, students or former students for purposes such as school reunions shall be handled exclusively by the school and shall ensure the privacy of the individual student.

Reference: Sections 7, 9, 13, 17, 20, 22, 65, 79, 85, 88 School Act
Freedom of Information and Protection of Privacy Act
Divorce Act
Family Relations Act
Interpretation Act
Permanent Student Record Order M082/09
School Records Disclosure Order M14/91
BC Ministry of Education and Child Care – Permanent Student Record Instruction

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