



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: G-5 Student Records and Access

Date: May 12, 1998

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A “student record”, for purposes of this procedure, is a record of information in written or electronic form pertaining to a student, but does not include a record prepared by a person if that person is the only person who will have access to the record.

Student records are maintained confidentially. They are not released except:

- a. To another BC public school, upon receipt of notice from that school that the student is in attendance there.
- b. To other government agencies as per section 79 of the School Act.
- c. Under court order.
- d. As permitted under the Freedom of Information and Protection of Privacy Act.
- e. With written permission of the student or the student’s legally recognized parent/guardian. Proof of custody rights or access is the responsibility of the applicant.

Files and records used during conferences or interviews shall remain within the control of professional staff. Information from personal records and data from files is normally shared with or accessed by, the parent and/or student in a conference with professional staff who will present and, where necessary, interpret it.

A request for copies of records from, or regarding a former student, should be made in person or in writing to the school. Upon confirmation of the identity of the applicant and/or the applicant’s right to the information, a copy will be provided or forwarded to the applicant

1. Student records as defined in the School Act will be available for examination by students and the parents of students on the premises at which the records are kept and at times established by prior appointment with the Principal responsible for their custody.
2. Parental consent or accompaniment will be required before students under fourteen years of age are allowed to examine their student records.

3. The Permanent Student Record

3.1. The purpose of the Permanent Student Record (PSR) is to document the history of a student's education program. A PSR is required for each student enrolled or registered in the BC public education system. It is to include the electronic record and either Student Progress Reports (at least two years) or a copy of the *Transcript of Grades*.

3.2. Permanent Student Record Contents

3.2.1. Medical Alerts

3.2.1.1. Diabetes

3.2.1.2. Epilepsy with a history of seizures in the past two years

3.2.1.3. Anaphylactic response allergies

3.2.1.4. Serious allergies

3.2.1.5. Blood clotting disorders

3.2.1.6. Serious heart conditions

3.2.1.7. Situations that may interfere with student's performance, health or behaviour e.g. hearing aids and prescribed medications (asthma, hyperactivity)

3.2.2. Legal Alerts and Court Orders

3.2.3. Attendance

3.2.4. Inclusions

3.2.4.1. notification that a student is on an IEP (including Learning Assistance)

3.2.4.2. health services information related to the medical alert

3.2.4.3. legal documents such as court orders, name change or immigration

3.2.4.4. dates of psychometric, speech or hearing testing

3.2.4.5. adjudication decisions

3.2.4.6. notification that a student is registered as a Home Schooler

3.3. Maintenance and Updating

3.3.1. The school secretary is responsible for maintaining and updating the PSR 1704 as well as keeping records of the receiving school and the date sent whenever a student transfers from their school.

3.4. Retention of Permanent Student Records

3.4.1. For any student who leaves school prior to secondary school completion, both the PSR and the last two years of Student Progress Reports must be kept for 55 years, unless they are requested by another BC public school. Inclusions must be kept for at least five years.

3.4.2. For any student who completes secondary school, both the PSR and a copy of the *Transcript of Grades* must be kept for 55 years. Inclusions must be kept for at least five years.

3.5. Document Transfers

- 3.5.1. When a student transfers to another board in British Columbia, upon receipt of a request from the new school, both the PSR and originals of documents listed as inclusions on the PSR, including medical alerts and court orders, must be sent to the new school.
- 3.5.2. When a student transfers to an independent school or to a school outside the province, upon receipt of a request from the school, copies of the documents listed as inclusions on the PSR are sent and the district keeps the originals.

4. The Confidential Student File

4.1. Confidential Student Files contain confidential information originating from Student Services staff or other agencies. Such material shall not be kept in the student's General File. Confidential Student Files are to be kept in a locked filing cabinet with access controlled by the principal. Viewing is restricted to those professional staff who have some responsibility for the student's school program. Review of these files must be conducted within a secure area as designated by the principal. Documents in the Confidential Student File may not be copied for in-school staff.

4.2. Confidential Student File Contents

- 4.2.1. Psychometric and cognitive reports
- 4.2.2. Medical reports
- 4.2.3. Behavioural assessments eg. BASC
- 4.2.4. Agency reports

4.3. Maintenance and Updating

- 4.3.1. The school principal is responsible for responsible for maintaining and updating the Confidential Student File. The school secretary is responsible for keeping records of the receiving school and the date sent whenever a student transfers from their school.

4.4. Retention of Records

- 4.4.1. For any student who leaves school prior to secondary school completion, the Confidential Student File will be maintained for a minimum of five years.
- 4.4.2. For any student who completes secondary school, the Confidential Student File will be maintained for a minimum of five years.

5. The Student Folio

5.1. This record consists of records that each teacher maintains usually on a yearly basis

5.2. Student Folio Contents:

- 5.2.1. Student work.
- 5.2.2. Informal and diagnostic assessments.

- 5.2.3. Copy of the I.E.P. if applicable. (Parental Permission)
- 5.3. Records may be passed on to the next grade teacher if the material within the file can assist the teacher with the student's educational plan. Parents must be informed that this release has occurred.
- 5.4. Persons providing health services, social services, or other support services shall be permitted access to information in student records, with the consent of the parent/guardian.

Types of Files:

Student School File
"Buff File"

PR Card
Report Cards
SLP Reports
Consultant Reports/Notes
Blanket Consents
General Letters
IEP
Meeting Notes/Minutes
Standardized Assessments
(non-psychological)
Safety documentation
Records of discipline,
significant behaviour
and/or violence (last 2
years)



School Office File

- Locked filing cabinet
- Teachers can access, sign out process in place, generally to be viewed in the office area
- Inclusions on PR Card: IEP, SLP, OT & PT assessments, adjudications, legal documents

Student Services Confidential File
"Red File"

Psychological Reports & Assessments
Agency Reports
Medical Reports
Formal Behaviour Assessments
Other documents of a confidential nature



Principal's office (or designate)

- Locked filing cabinet
- Principal controls access
- Do not photocopy materials for in-school staff
- Inclusion on PR card: reports & assessments

Working Student Services
"Green File"

Working Copies of Reports and IEP's
Test Protocols



Student Services' Office

- Locked filing cabinet
- Resource Teacher controls access

Note: If a student has a confidential file, the Buff file should be flagged with a "red dot". Inclusions in the PR are to be completed at time of filing.