

Administrative Procedure 320

STUDENT RECORD MANAGEMENT

Background

Consistent with the Alberta “[Student Record Regulation \(97/2019\)](#)”, the Student Record for a student or child contains all information affecting the decisions made about the education of that student or child that is collected or maintained by the Division, regardless of the manner in which the Student Record is maintained or stored.

The purpose of this Administrative Procedure is to ensure:

- The integrity, authenticity and reliability of Student Records is maintained.
- All Student Records are managed consistently and securely throughout their life cycle.

Definitions

Access: shall refer to a person’s ability to view or to retain a copy of records.

Independent Student: shall mean a student who is:

- a) 18 years of age or older, or
- b) 16 years of age or older, and
 - i) who is living independently as determined by the Board in accordance with section 6 of the Education Act, or
 - ii) who is a party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

Other Student Information: shall refer to records created and stored securely and separately from the Student Record and identified in the Records Retention Schedule. Examples include:

- a) Notes and observations prepared by or for teacher, counselor or Principal and not used in program placement decisions;
- b) Information related to a report or investigation under the *Child, Youth and Family Enhancement Act*;

- c) Information that identifies a student as a person defined in the *Youth Criminal Justice Act* and all information relating to that student in that capacity;
- d) Specific counseling records related to a student that may be personal, sensitive or embarrassing to a student (unless the placement of the information in the Student Record would be deemed to be in the public interest or necessary to ensure the safety of student and staff);
- e) Field Trip forms, Course selection and withdrawal information, medical information and other content identified as Student Information in the Records Retention Schedule.

Personal Information: shall refer to information about an identifiable individual including name, home address, telephone number, race, national or ethnic origin, colour, religion political beliefs, associations, age, sex, marital status, family status, identifying numbers, fingerprints, blood type, health, and health care history.

Record: shall refer to information in any form and can include documents, notes, images, audiovisual recordings, emails, text messages, letters, handwritten notes, completed forms, meeting minutes, agendas, policies, computer data files, drawings, photographs, student records, school calendars, and any other information that is written, photographed, recorded or stored in any manner.

Records Retention Schedule: shall refer to a timetable that identifies the records of the Division, the action that triggers the closure of a record, the length of time a record is retained before disposition, and the final disposition of records (archives or destroy).

Staff: shall refer to any employees, contractors, and consultants who are required to collect, access, use, store, retain, disclose, or dispose of the student record.

Student Record: shall refer to information concerning a student as specified in the Student Record Regulation.

Procedures

1. The Superintendent is the legal custodian of Student Records and information and may designate the creation, maintenance, transference and access to the content and, further, to coordinate the storage and secure destruction of records in accordance with endorsed procedures of the Division (**Administrative Procedure 585 Division Record Management**).
2. Student Records shall be securely stored in endorsed electronic repositories.
3. This Administrative Procedure applies to all Student Records and other student information received, generated, or used in the course of normal business operations.

4. A Principal shall ensure a complete record is maintained for each student enrolled at their school.
5. The Principal shall establish and maintain processes and guide staff appropriately in the development and maintenance of a Student Record and other student information for every student enrolled in the school.
6. A Student Record shall consist of all information that may reasonably be used for educational decision making, specifically the items identified in 2(1) of the *Student Record Regulation (97/2019)*, regardless of the manner in which this information is maintained or stored.
7. Persons contracted by the Board to conduct formal intellectual, behavioural or emotional assessments or evaluations shall be advised that their written reports shall form part of the Student Record and therefore be accessible for review to the student and/or his/her parent.
8. Principals shall make reasonable efforts to obtain student records from the previous school for new students.
9. Principals shall promptly provide student records for transferring student when requested, in keeping with the *Student Record Regulation (97/2019)*, sections 8(1–3).
10. **With respect to access to student records:**
 - 10.1 Access to Student Record information shall be provided by the Principal of each school, in accordance with the *Education Act* and regulations.
 - 10.2 When parents or students over sixteen (16) years of age are given opportunity to review the Student Record, the Principal or designated professional, may assist in the interpretation of the contents.
 - 10.3 Where a parent, or a student over sixteen (16) years of age, requests copies of information, the Principal may provide them to that parent or student.
 - 10.4 An independent student shall have access rights to her or his Student Record, and
 - 10.4.1 An independent student may provide written consent for a parent or legal guardian to access Student Record information.
 - 10.5 Information held as other student information is considered personal information.
 - 10.5.1 Access to such records is governed under the authority of the *Freedom of Information and Protection of Privacy Act*.

11. Regarding Management and Retention of Records:

- 11.1 Each Principal shall make provision to securely store Student Records so that access is restricted.
- 11.2 Records are retained based on **Administrative Procedure 585 Records Retention Schedule** based on legislated and regulatory requirements.

Reference: Education Act 42, 56 Student Record Regulation (97/2019) Child Youth and Family Enhancement Act Freedom of Information and Protection of Privacy Act Public Health Act Social Development Act Vital Statistics Act Youth Criminal Justice Act Canadian Charter of Rights and Freedoms	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.