



## Student Records

### Background

The student record shall contain information relative to the educational program placement and progress of the student and be in accordance with the current [Student Record Regulation](#). The information in the student record shall be maintained in a format that protects the privacy of the student, in accordance with the [Freedom of Information and Protection of Privacy Act](#).

### Guidelines

#	Procedures	Roles and Responsibilities
1	The Principal shall become familiar with the provisions of the current Student Record Regulation and ensure that school practices and procedures conform to the legislated requirements. A copy of the Regulation can be obtained from the Alberta Education website.	Principal
2	The Principal shall ensure that every student in the school has a student record. The primary purpose of the student record is to provide accurate developmental and up-to-date background information for making educational decisions such as grade promotions, need for special programs, student profile and personal/social/vocational status. Therefore, relevant information about each student must be accurately and objectively recorded in the student record in accordance with the requirements of the Student Record Regulation.	Principal
3	The student record shall include all of the information required and identified in the current Student Record Regulation.	Administrative Assistant
4	The student record shall not include: <ul style="list-style-type: none"> <li>4.1 Information contained in:               <ul style="list-style-type: none"> <li>4.1.1 Notes and observations prepared by and for the exclusive use of a teacher, teacher assistant, paraprofessional, counselor or the Principal, that are not used in program placement decisions.</li> <li>4.1.2 A report or an investigation relating to the student under the Child, Youth and Family Enhancement Act.</li> <li>4.1.3 Counseling records relating to the student that are or may be of a personal nature</li> </ul> </li> <li>4.2 Any information that identifies a student as a young person as defined in the Youth Criminal Justice Act and all information relating to that student in that capacity.</li> </ul>	Principal Administrative Assistant
5	Confidentiality of individual student information contained in the student record shall be maintained in accordance with the following:	Principal

	<p>5.1 Individual student files shall be maintained in a secure area with access limited to designated staff employed by KTCEA.</p> <p>5.2 Students and/or parents shall have access to individual student records only in the presence of the Principal or designate.</p> <p>5.3 No copies of information contained within the student record shall be permitted.</p> <p>5.4 Where information within the record requires expert interpretation, the Principal shall make appropriate arrangements to have someone assist in the interpretation.</p> <p>5.5 Access to student records shall be by appointment only.</p>	Administrative Assistant Teacher
6	<p>Staff members may maintain "working files" for their exclusive use that may contain information such as:</p> <p>6.1 Special education/counselor planning notes.</p> <p>6.2 Interview or session notes.</p> <p>6.3 Anecdotal notes.</p> <p>6.4 Informal observation notes.</p> <p>Any information not transferred from these "working files" to the student record must be destroyed at the end of each school year or semester in the case of semestered high school programs.</p>	Teachers
7	<p>Access to the student record shall be in accordance with the following:</p> <p>7.1 The parent and student shall be informed of their entitlement under Section 23 of the School Act to review the contents of the student record.</p> <p>7.2 The contents of the student record shall not be disclosed except:</p> <p>7.2.1 In accordance with the Freedom of Information and Protection of Privacy Act</p> <p>7.2.2 To an employee or agent of KTCEA if the information is necessary and relevant to a matter being dealt with by the employee or agent.</p> <p>7.2.3 With written permission of the parent if the student is less than 16 years of age or older.</p>	Principal
8	<p>When a student transfers to another school in Alberta, the student record as described in Student Record Regulation, shall be submitted to the receiving school upon receipt of a written request.</p>	Principal Administrative Assistant
9	<p>When a student transfers outside of the province of Alberta, a copy of the student record shall be submitted to the receiving school upon receipt of a written request. The original student record shall be retained for a period of seven years.</p>	Principal Administrative Assistant
10	<p>The Principal shall ensure that a written record is kept of all transferred files indicating: student name and date of birth, grade, name of school the record was transferred to and the date sent.</p>	Principal Administrative Assistant

11	The student records, which have not been transferred, shall be kept on file for a period of seven (7) years from the date the student graduated from school.	Principal Administrative Assistant
12	Student records that are not required by KTCEA shall be disposed of or destroyed in a manner that maintains the confidentiality of the information in the record.	Principal Administrative Assistant

**Definitions:**

Not Applicable

**References:**

AP 185 Records Management

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Superintendent's Office.