

Section:	District Administration	
Title:	Student Records	2.3.3

Purpose

To outline the procedures for filing, managing, retaining, archiving, transferring, and destroying student records, including instructional, educational, and personal information.

The procedure includes

1. General Guidelines
2. Definitions
3. Permanent Student Records File
4. General Student Records Files
5. Access to Student Records
6. Transfer of Student Records
7. Annual Archiving of Student Records
8. Disposition of Student Records

1. General Guidelines

- 1.1. Administrative Assistants at all school sites are responsible for keeping student files organized.
- 1.2. Schools will maintain student files for each student registered in that school, ensuring each file contains the information of one student only.
- 1.3. All records in each file are to be filed in chronological order, newest on top.
- 1.4. Manual files require a label with student name and date of birth.
Name: LAST, First Date of Birth: YYYY-MM-DD
Date of Disposition: (date field to be updated once known – at graduation or leaving the district)
- 1.4.1. If the student has a different usual name than legal name, file by usual name with a reference to legal name; e.g. (Legal LAST, First) Place an empty file in legal name place referring to where to find file; e.g. Legal LAST, First YYYY-MM-DD, see Usual LAST, First
- 1.5. New student files for Kindergarten students are to be created each year.
- 1.6. The school is to request the student's file from the previous school when a student transfers in.
- 1.7. The school is to send the student's file to the other schools when student transfers out.

2. Definition:

Student Record means a record of information in written or electronic form pertaining to (a) Student, or (b) A child registered under Section 13 of School Act with a school 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 do not include reports and/or information relating to a report of child abuse or neglect.

3. Permanent Student Record File

- 3.1. The Permanent Record Card (Form 1704) will be maintained for every student registered in this district including home schooled students, in accordance with the [Permanent Record Card Instructions](#) as outlined by the Ministry of Education.
- 3.2. The Permanent Student Record includes the following:
 - 3.2.1. For a Graduate Student:

- i. Permanent Student Record form 1704 (PR Card); and
 - ii. An official copy of the Transcript of Grades.
 - 3.2.2. For a Non-Graduate student:
 - i. Permanent Student Record form 1704 (PR Card); and
 - ii. A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades).
 - 3.3. Active Permanent Student Records will be maintained by the school in which the student is registered.
 - 3.4. Inactive Permanent Student Records will be stored by the school in which the student was last registered.
 - 3.5. Permanent Student Records will be retained in accordance with the Records Classification and Retention Procedure (until student graduates or is 20 years old and withdrawn from the program, plus 55 years).
 - 3.6. Printouts should read as one of the following: ****Copy Only---Master resident at school****, ****Obsolete Copy---Record Transferred****, or ****Master Copy---Do Not Destroy****.

4. General Student Record Files (G4 / Non-Permanent)

4.1. General Student File – White / Manilla File

Schools will maintain an individual student file (G4) for each student registered in that school. Student Physical files are generally located in school office. School District staff will access these files on a regular basis; files should be kept in alphabetical order and secured when school is not in operation.

For ease of identification General Files should be marked with year of destruction for longer retention as per the Records Classification and Retention procedure, if a student has alleged misconduct against an employee, other student, or volunteer, or, if the student was seriously injured at school or at a school activity or who has had problems which might reasonably be expected to give rise to legal proceedings.

The general file includes all general documentation for the student, including documentation from schools outside of Mission Public School District. It includes documents that are not found in other coloured folders within the file. Files include:

- a) Correspondence regarding student.
- b) Disciplinary documents, copies related to disciplinary action.
- c) Health information for medical alerts.
- d) Learning Updates and Summaries of Learning.
- e) Permission Forms - Information and Privacy regarding use of personal information.
- f) Proof of age, copy of birth certificate is the only document that may be copied and retained.
- g) Registration form.
- h) Student Learning Plan.

4.2. Student Services Documentation – **Red** File Folder

All files related to a student's referral to student services for support services, managed by teachers and administrators, filed at the front of the General Student File (G4). Files include:

- a) Additional Supports and Services Checklists.
- b) Assessment reports (e.g., psycho-educational, mental health, Speech-Language Pathologist [SLP], BC Children's Hospital [BCCH], Maples, Adolescent Treatment Centre, etc.).
- c) Behaviour data (e.g., critical incident report, tracking tools, objective anecdotal reports).
- d) CBIEP reviews, PDAs (Personal Development Application forms).
- e) CBIEP, current version (including previous CBIEPs in chronological order).
- f) Communication records (e.g., continuity of care documentation, or any communication/emails pertaining to inclusive education, etc.).

- g) Educational reports (e.g., LST reports, ISP reports, etc.).
- h) Hearing Result Reports.
- i) Integrated Care Team Minutes / Care Team Minutes / Inter-agency Form.
- j) Instructional support planning process tool.
- k) Medical reports (e.g., pediatric, psychiatric).
- l) Parent consultation evidence (with full dates) regarding the development of the CBIEP.
- m) Vision Results Reports.

4.3. ELL / ESD Documentation – **Blue** File Folder

All files related to supports provided to ELL / ESD students, managed by ELL/ESD teachers and support workers. Files include:

- a) Assessment / Evaluation Documentation.
- b) English Language Learner and Development Reports.
- c) Instructional Plan (AIP).

4.4. Indigenous Education Documentation – File Folder

All files for students who participate in Siwal Si'wes Indigenous Education programs, managed by Indigenous Liaison Workers. Files include:

- a) Original consultation form.
- b) Original ISP (Individualized Student Program Plan) Tracking form.
- c) Photocopy of student registration form.

SWSW folder organization:

Audit File (formerly purple) – 3 items per student:

- Left-Hand Side – Photocopy of Registration Form
- Right-Hand Side:
 - Original Consult 2024 2025 (current form must be used)
 - Original ISP 2024 2025 (current form must be used)

4.5. International Student Documentation – International Education Department Folder

All files for students who are international education students, managed by the International Education Department. Files include:

- d) Applications and legal agreements.
- e) Custodial information.
- f) Home stay placement.

4.6. Legal Documentation – **Yellow** File Folder

All legal files related to the student. Files include:

- a) Court orders (i.e. custodial rights, restraining orders, restrictive access to student and/or student's records).
- b) Rescinded orders, including the date the court order was rescinded.

4.7. Students in Care – CCO – **Green** File Folder

All files for students with continuing or temporary custody orders, managed by the Youth-in-Care Advocate. Files include:

- a) Care Team Meeting documentation.
- b) Continuing and temporary custody orders.
- c) Letters from Social Workers.

4.8. Information that is not to be kept in the general student file. These records are to be retained in a separate file within Student Services.

- a) Reports of Child Abuse or Neglect.
- b) Reports on Restraint and Seclusion.
- c) Suicide Risk Assessments (SRA).
- d) Records related to the Youth Justice Act.

4.9. Other Information

Information excluded from the student files, and retained in other office files:

- a) Worker Safety Plans.

These records are related to an employee working with a specific student. The information is pertinent for the employee, not the student, and as such, it is not part of the student record.

5. Access to Student Records

5.1. School District Employees

In addition to the administrative assistants and school administrators responsible for records management at their site, employees authorized by the school principal and working for the benefit of a student shall have access to the student record. Considering the Freedom of Information and Protection of Privacy legislation, access is provided to only those employees that need-to-know, and only for those students that they will be working with. This applies to teachers, administrators, and support workers.

5.1.1. Access is obtained by signing out file before taking file and signing it back in when finished. A file out maker is placed in cabinet in place of file and will have date, student name, and staff name.

5.2. Custodial Parents and Students

- a) Normally, the legal custodial parent(s)/guardian will exercise rights of access on behalf of students under the age of 19.
- b) A request for access to a student record by a legal custodial parent(s)/guardian or the student will be handled on an informal basis – without the need for a formal request for information through the Freedom of Information and Protection of Privacy program.
- c) Records will be made available during normal business hours, in the presence of the principal or a person designated by the principal.
- d) The School District may refuse to release information related to a report to the Ministry for Children and Families, where that release may threaten someone's health or safety, or interfere with a criminal investigation. If a parent, legal guardian, or student, requests information pertaining to a report of abuse, they may submit a request through the Freedom of Information request process.
- e) Where the request for information pertains to documentation not generally made available to parents and students or where there are other exceptional circumstances, the school principal may request that an applicant formalize the request for access to information by submitting it in writing following the Freedom of Information request process.
- f) Formal requests for access to personal information will be forwarded to the Freedom of Information and Privacy Coordinator for processing.

5.3. Non-Custodial Parent

- a) Non-custodial parents with written permission provided by the legal custodial parent(s)/guardians or with an applicable court document, have the right to receive information regarding their child's education (i.e. progress reports, attendance records, assessments).

5.4. By Other Agencies/Parties

a) Law Enforcement

- i. A student's personal information may be disclosed to the RCMP, Probation Officers or Immigration Officers to assist in an investigation undertaken regarding a law enforcement proceeding, or from which a law enforcement proceeding is likely to result.
- ii. Requests from law enforcement agencies must be submitted in writing with:
 - The name of the individual whose information is requested.
 - The exact nature of the information requested.
 - The authority for the request for information.
 - The name, title and address of the person authorized to make the request.
- iii. Requests for personal information will be kept and filed.

b) Health Services, Social Services, or other Support Services

Individuals providing health services, social services or other support services on behalf of the School District will be given access to information in student records required to carry out that service (need-to-know basis) in accordance with Ministerial Order 14/61.

c) School Protections Program.

A student's school records may be disclosed to the Board's insurer to the extent necessary to prepare for potential claims in accordance with Ministerial Order 14/61.

d) Other parties hired by a parent.

Other parties hired to support a student (i.e. legal counsel, tutor, psychologist, counselor) will only be given access to the student's records directly from the School District upon receipt of written authorization to release information. The written authorization may be provided by a school-aged student's legal custodial parent(s)/guardians or an adult student, and must specify the information or records to be released.

5.5. Other Disclosures

A student's personal information may be disclosed if the Superintendent determines that circumstances exist that affect anyone's health or safety, and if written notice of disclosure is provided to the custodial parent(s)/legal guardians of the student the information is about.

6. Transfer of Student Records

6.1. Each school is to print an attendance summary and withdrawal form from MyEd and record transferred student files, on a Student Records and Student Files Transferring In/Out Register. This record will include the student's legal name, usual name, grade, date of birth, the name and address of the receiving school, and the date of processing.

6.2. Student files being transferred are to be reviewed to remove any personal information on any other student that was incorrectly filed in the transferring student's file, to ensure that only information about the transferring student is sent.

6.3. Annual transfer of Student Records to Middle or Secondary School

- a) In June of the school year in which students move from elementary to middle school or from middle to secondary, the Student File and PSR Card will be forwarded to the appropriate school (PSR Cards do not need to be printed and will transfer with student in MyEd).

- b) If a student does not show up for school as transferred, and all efforts have been made to contact the family and the student is not attending, the file will be returned to the last school of record for archiving.

6.4. Transfer of individual Student Records to a new school

Student records will be transferred to another school without delay upon receiving a formal written or electronic request from a receiving school (example: on school letterhead, or school email account).

- a) An Mission Public School District school
 - i. All records at the former school are to be transferred to the new school;
 - ii. Records are to be placed in the internal mail in a sealed envelope addressed to the Administrative Assistant at the receiving school.
- b) A British Columbia Public School

The following student records will be transferred to the student's new school:

 - i. The Permanent Student Records (Form 1704 and copies of the two most recent years of Student Progress Reports);
 - ii. The General Student file;
 - iii. Whenever possible, the Student Learning Plan will be given to students to take to their new school, otherwise it will be included and sent along with the student records as listed above;
 - iv. Files are to be sent by Registered mail or secure electronic transfer.
- c) An Independent School or School Outside the Province

Copies only of the following student records will be transferred to the student's new school:

 - i. the Permanent Student Records (*Form 1704 and copies of the two most recent years of student progress reports*); and
 - ii. The General Student file;
 - iii. Do NOT include copies of Psycho Ed reports or any testing done by Mission Public Schools;
 - iv. Files are to be sent by Registered mail or secure electronic transfer.

7. Annual Archiving of Student Files

All archived files will be recorded on the appropriate Record Log and stored in a secure location; by date of birth, alphabetically, noting the year the file is to be disposed.

- 7.1. Inactive student files, and general students' files who have successfully completed grade 12 are to be retained in accordance with the Record Classification and Retention Procedure (Retain for 5 years after graduation or age 23 whichever is greater).
- 7.2. Permanent Student Records
- 7.3. General Student Files marked for longer retention as per 4.1 above, are to be retained as per the Record Classification and Retention procedure (until student graduates or is 20 years old and withdrawn from the program plus 55 years).

8. Disposition of Student Records

8.1. Retention period has lapsed

Once the retention period has lapsed, all student records, both general and permanent files, will be destroyed in a confidential manner.

- a) Complete Certificate of Destruction.
- b) Box and clearly label, forward to the School Board Office for destruction.

Date Approved: May 2000 (formerly AP #316)

Date Amended: Draft approved October 2024

*Legal Reference: Education Statutes Amendment Act, 1999
Federal Divorce Act
Freedom of Information and Protection of Privacy Act
Limitations Act
Permanent Student Record Order M190/91
Student Records Disclosure Order M14/91
Young Offenders Act*

*Other References: North Vancouver School District Records management
School District #62 (Sooke) Records management Procedure*

*Cross Reference: Records Management Policy 2.3
Records Management AP 2.3.1
Records Classification and Retention AP 2.3.2*