

601 Access to Student Records

Revised: September 25, 2001

Policy

The Board shall establish and maintain a student record for each student and for each child registered under Section 13 of the *School Act*. Such student records are to be current, instantly retrievable and must include the most recent Ministry of Education form 1704 entitled "Permanent Student Record". Subject to administrative procedures associated with this policy, a student and the parents of a student are entitled to examine all student records kept by the Board pertaining to the student in the company of the principal or a person designated by the principal to interpret the records.

The Board is custodian of all student records prepared for educational use in the School District and requires sensitive treatment to ensure confidentiality and to make effective use of them on behalf of students.

The Board relinquishes an individual student record only when the student transfers to another public school in the Province. The Board retains the original student records of students transferring to private schools, out-of-Province public schools or government institutions, furnishing only copies of student records.

Administrative Procedures

Definition of a Student Record

A "student record" is defined as a record of information in written or electronic form pertaining to a student or a child registered with a school under Section 13 of the *School Act*. For purposes of this policy a student record does not include a record prepared by a person if that person is the only person who will have access to the record.

Security and Privacy of Student Records

The security and privacy of student records shall be preserved, and unless provided for in this Board policy or in legislation, a student record or any information from it, shall not be surrendered to any party unless in compliance with a court order. In the event of dispute over child custody or legal guardianship, the Superintendent shall retain the right to withhold access to a student record unless in compliance with a court order.

Upon request from a student and/or parents/guardians for examination of a student's records, the principal or principal's designate shall schedule a private interview for that purpose. A former student shall be permitted to examine his/her student record in the

presence of the principal or principal's designate.

Raw test data, assessment data, and other information that may be sensitive, such as reports of social workers or psychiatrists, should normally be shared only in conference attended by professional staff. Where written reports are necessary, these will be prepared in summary form and transmitted under confidential cover.

Official copies of report cards, statements of standing and academic transcripts shall be provided to a student, to a former student, to a parent/guardian, or an agency or institution on behalf of a student provided explicit written permission has been granted by the student, former student, or parent/guardian.

A person providing health services, social services or other support services under Section 88 of the *School Act* shall be granted access to any information in a student record which may be required to carry out his or her duties.