



POLICY NO. 5500: STUDENT RECORDS

POLICY

The Board of Education believes that it is necessary for schools to maintain records about each of its students. Such records would generally take one or two forms: the records kept by a teacher about the progress of individual students, or the accumulation of such records in a file over the course of the student's career.

Consistent with requirements of the *School Act*, the Board believes that a student and a parent(s)/guardian(s) of a student are entitled to examine all student records kept by a Board pertaining to that student.

POLICY NO. 5500: STUDENT RECORDS

REGULATION

1. Only information that is in the legitimate interest of the student or the school system will be maintained in student records.
2. Access to student records shall be restricted to:
 - (a) school and school system personnel;
 - (b) parents as defined in the *School Act*;
 - (c) the student whose record it is;
 - (d) personnel authorized by the parent, or by the Superintendent or Principal, under Section 79 of the *School Act*.
3. Those who wish to examine records pertaining to a student shall contact the Principal of the school the student attends or the Superintendent of Schools if the student no longer attends school.
4. When a pupil is entitled to have access to his or her own records, in the case of any student under the age of 19 years, prior permission in writing must be obtained from the parent or guardian before such access is allowed.
5. When such a request is made by a parent/guardian or student, that individual is entitled to examine all student records kept by a Board pertaining to the student while accompanied by the Principal/Superintendent, or a person designated by the Principal/Superintendent to interpret the records.
 - (a) The individual has the right to make copies or extracts of the records.
 - (b) Students, parent(s)/guardian(s) will not be permitted to change or remove all or any part of the accumulated file of records.
 - (c) A student, parent(s)/guardian(s) may request that the Principal or designate remove any data considered detrimental and not in the best interests of the student.
 - (d) Should disagreement develop concerning the removal of data the student, parent(s)/guardian(s) may appeal to the Office of the Superintendent.
 - (e) Persons who have "access" under a Divorce Act are entitled to receive information concerning the education of the children who are the subject of the order.
6. Student record files may be retained by the school for a maximum of two years after the student has left the school, after which the Permanent Student Record Cards will be forwarded to the District Office for storage in the Windermere Zone, to Golden Secondary School for storage in the Golden Zone, and to Selkirk Secondary School for storage in the Kimberley Zone. Only the basic attendance and academic performance records will be maintained for a period of seventy (70) years after the student leaves the school system.
7. In the case of a student transferring from one school to another within the province, records may also be transferred, without prior consent of the parent, guardian or student, upon request of the receiving principal.
8. In the case of a student transferring to a school outside British Columbia, copies of student records may be sent upon request of the receiving principal, but the original Permanent Record card must remain within the District or province.
9. Staff will respect the confidentiality of all student records and, unless otherwise permitted by law, will not release student information without the permission of the student or the parent.



SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)
RELEASE OF CONFIDENTIAL INFORMATION
CONSENT FORM

INFORMATION REQUESTED BY AGENCY OUTSIDE DISTRICT SCHOOL SYSTEM

I hereby authorize the release of appropriate information and records concerning

_____ to _____
(name of child) (name of agency)

Signed: _____
(Parent/Guardian)

Dated: _____

REQUEST BY STUDENT OR PARENT TO SEE STUDENT RECORDS

I, _____ (parent/guardian) of
_____ (name of student)

_____ wish to have access to his/her school cumulative records

_____ am aware of his/her wish to have access to his/her school cumulative records and hereby grant permission to the Principal of the school to make such records available.

Signed: _____
(Parent/Guardian)

Dated: _____