



DISTRICT PRACTICE 5500

STUDENT RECORDS

DISTRICT PRACTICE:

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. 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 access to records is permitted.
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 or parents/guardians will not be permitted to change or remove all or any part of the accumulated file of records.
 - (c) A student or parent/guardian 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.

[POLICY 5500 STUDENT RECORDS](#)

REFERENCES: [Section 79 School Act](#)

ADOPTED: December 1996

Amended: June 2002, June 2005, June 2020, February 2021



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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 Administration Building 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 fifty- five (55) 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 School 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.

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