



## DISTRICT PRACTICE 2950.7

### STUDENT'S PERSONAL RECORD

#### APPENDIX A

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#### STUDENT RECORDS: USE AND MANAGEMENT

##### COLLECTING STUDENT INFORMATION

- A school is authorized to collect information that relates directly to the school's mandate of providing educational programs and services supporting the student's educational progress.
- Collect only that information which is required for the purpose for which it is collected.
- Information must be collected, with the express written consent of the parent/guardian, guided by the Consent for Release of Information form.

##### GUIDELINES REGARDING FILE NOTES

- Write your notes with the expectation that others will read them with a critical eye.
- Don't alter the record after the fact. Strike out the comment and replace it with correction.
- Be as specific and precise as possible.
- Focus on objective, observable behaviours and statements.
- Avoid jargon or diagnostic labels.
- Do not state opinion, or hearsay.
- State only the facts.

##### TEAM MEETING MINUTES

The minutes of a team meeting for one child can be maintained in the student's file and shall be specific to that student.

- Meeting minutes that contain the names of other children should not be maintained in student files.
- School-based team (S-BT) minutes shall be maintained by the school for a period of two years after the meeting and then destroyed in an appropriate manner. S-BT minutes are best organized in a binder and stored in a secure location.

[POLICY 2950 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY](#)

##### REFERENCES

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)  
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#### DOCUMENTATION REGARDING SUICIDE AND/OR CHILD ABUSE AND NEGLECT

Notes and documentation regarding possible suicide and/or abuse/neglect must be stored securely and confidentially. Such documentation **is not to be retained/placed**:

- On a clipboard on a wall
- In the official student file or the designation file
- In the counsellor's file
- In caseload records
- In teacher/specialist teacher files.

Because these documents are based on an alleged event or suspicion that may be unfounded, they should be treated with the utmost confidentiality.

As per district practice 2950, all forms and documents will be stored securely and confidentially by the school principal.

#### SHARING INFORMATION ABOUT STUDENTS

Student information **CAN** be shared under the following circumstances:

- With the written **consent** of the parent/guardian; utilizing the Consent for Release of Information form, or
- To avert or minimize imminent danger to the health or safety of any person; or
- To report a child who might need protection under the *Child, Family and Community Service Act*; or
- To public health or social services if they are planning services for that student; or
- By order of the court; or
- As under the *Youth Criminal Justice Act (Canada)* to facilitate the rehabilitation of a young person; or
- To cooperate with a police and/or child welfare investigation

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#### ASK THE ASSISTANT SUPERINTENDENT IF YOU HAVE QUESTIONS RELATED TO THE FOLLOWING CIRCUMSTANCES:

- There may be a health or safety issue for any individual or group(s);
- To report criminal activity to police (pursuant to FIPPA);
- Where there is a demand or request to produce information for a legal proceeding; and/or
- You have questions about how a professional code of ethics may limit disclosure.

Information can **NEVER** be shared if there is:

- A legislative requirement barring disclosure;
- No consent and no need to know; nor overriding health/safety concerns

#### REQUESTS FOR STUDENT INFORMATION FROM NON-CUSTODIAL PARENT

If a student's parents are separated or divorced, school staff may receive requests from the non-custodial parent for student record information or for visits with the student at school. In these cases, school officials should confirm the entitlement of the non-custodial parent to obtain such information or to have contact with the student. This will include reviewing applicable court orders respecting custody of, and access to, the student and other relevant documents.

The custodial parent should be notified of a non-custodial parent's request for student information or for contact with the student at the school. If the school is unsure as to the legal entitlement of the non-custodial parent, or if there is serious conflict between the parents with respect to the request, obtain advice from the school district's information and privacy coordinator.

#### PROVIDING RECORDS WITHIN ROCKY MOUNTAIN SCHOOL DISTRICT (SD6) AND TO OTHER SCHOOL DISTRICTS

- When a student transfers to another school within SD6, the official student file and designation file are sent to that school upon receipt of the appropriate request for records.
- In the case of transfer to other public schools in British Columbia, the official student file will be transferred upon receipt of a written request from the principal of the receiving school; however, the designation file is never sent out of district. Upon receipt of the appropriate request for records, the school will send a copy of the most recent IEP, Behaviour Support Plan, Employee Safety Plan, copies of SD6 generated assessments and copies of third party

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documents (copies of copies) can be provided to the parent upon request.

- In the case of a student transferring to an independent school or an educational institution outside of British Columbia, a **copy** only of the official student file will be transferred upon receipt of a written request from the principal of the receiving school. The original official student file is to be maintained at the school and the designation file is never sent out of district. Upon receipt of the appropriate request for records, the school will send a copy of the most recent IEP, Behaviour Support Plan, and/or copies of SD6 generated assessments. Copies of third party documents (copies of copies) can be provided to the parent upon request.
- No records are to be provided to 'schools' that are not public schools or independent schools, as defined in the *Independent Schools Act* and in British Columbia, listed in the Ministry document Public and Independent Schools Book.

#### PLEASE NOTE:

Prior to a student's transfer, the principal must review the official student file to ensure that extraneous material is removed and that only material necessary to enable the receiving school to provide an appropriate educational program, including all content requirements of the Ministry of Education and Child Care, is included. (Note that the *Freedom of Information and Protection of Privacy Act* requires that any document used to make a decision that directly affects a student must be retained for one year.) Letters of suspension should remain in the student's file.

#### REMOVAL OR CORRECTION OF STUDENT RECORDS

- As permitted in Section 29 of the *Freedom of Information and Protection of Privacy Act*, students, parents or guardians may request the district to correct or remove entries in a student record. Such a request must be made in writing, either on forms provided or in a letter.
- The Principal, upon receiving such a request, should make a recommendation to the Privacy Officer, who may consult with the Superintendent/CEO before making a final decision.
- If the district denies the request, the applicant shall be informed of the right to appeal to the Commissioner of Information and Privacy.

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#### RETENTION AND DESTRUCTION OF STUDENT RECORDS

- As long as a student is enrolled in a school in the district, the official student file and designation file remain at the student's current school.
- One year after a student graduates, the school may dispose of the student's official student file and designation file. The Permanent Record Card and Transcript of Grades must be kept permanently.
- If a student withdraws from school, the student's official file and designation file should be kept until at least one year after when the student would have normally graduated. The Permanent Record Card and Transcript of Grades (if there is one) must be kept permanently.

#### SECURITY OF STUDENT RECORDS

All employees working with students' records must ensure the security and confidentiality of those records, including security of access to records.

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