

Administrative Procedure 182

STUDENT RECORDS

Background

The Board of Education of School District #43 (the District) believes comprehensive records of progress, achievement, and related matters are critical to sound decision-making with respect to individual student planning. A student file will be created for each student containing records that affect the decisions made about the education of the student.

Student Records will comply with the *Freedom of Information and Protection of Privacy Act* (FIPPA). Information collected on students will be corrected if the student or parent/guardian indicates the need to address changes or inaccuracies.

Definitions

Student Records: As per the Ministry of Education's *Permanent Student Records Instructions* (Form 1704), Student Records consist of **two** parts:

- Permanent Student Record Card (Form 1704)
- A minimum of the two most recent years of Student Report Cards **or** an official copy of the Ministry of Education Student Transcript of Grades

Student G4 File: This file shall be established and maintained for each student enrolled in the public education system. The Student G4 File will contain copies of current records used in the planning and administration of the student's education program. After a student has withdrawn or graduated from the education system, records contained in a Student G4 File shall be retained according to AP181 – Records Management and the Record Retention Matrix – Education Appendix.

Within the Student G4 file is a **subfolder called the Red Confidential File**. This file houses highly confidential and sensitive documents which may include medical documents, reports, or letters from outside Agencies/Ministries, Court Orders/Legal documents, Letters of Custody/Restraining Orders, Ministry Funding Checklist, Psychoeducational testing, Gifted student results and evidence, Learning Services Reports (hearing, vision, OT, PT, SLP, etc), and formal letters of Suspension and Section 177 -Non-Trespassing.

Student Record Inclusions: Inclusions are documents or copies of documents that are used to plan and support a student's educational program. Some inclusion documents are in physical form (paper) and kept in the Student G4 File, or electronically stored in the District approved digital storage systems.

Procedures

1. General Information

- 1.1 All records are subject to AP181-Records Management and the Record Retention Matrix – Education Appendix.
- 1.2 Students are to be registered in schools under their legal name.
- 1.3 Other demographic and student service information will be documented in the Student Information System and/or stored in the Student G4 File.

2. Student Records

2.1 Permanent Student Record Card (Ministry Education Form 1704)

- 2.1.1 Permanent Student Records will be maintained electronically in myEducation BC and archived in Laserfiche.
- 2.1.2 Each student will have a digital Permanent Student Record (PSR) Card that will contain all pertinent demographic information for the student, as per ministerial Form 1704 instructions, including:
 - Student demographic information
 - Record of schooling
 - Record of the student's progress through his/her years at school (Report Cards, and Ministry of Education Student Transcript)
 - The student's yearly attendance record
- 2.1.3 The following inclusions, if applicable to the student, must be listed on the digital PSR. Supporting documents should be placed in either the physical or digital Student G4 File upon student transfer or graduation:
 - Medical Alerts -e.g., Health Services information (diabetes, epilepsy, serious or life-threatening allergies, heart conditions, and other serious health conditions)
 - Legal Alerts -e.g., Court Order, and other legal documents (name change or immigration documents)
 - Support Services information - other pertinent testing or achievement information deemed necessary (psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities, ELL assessment/testing, etc.)
 - Notification that a student is on an Individual Education Plan (IEP)
 - Notification that a student is on an Annual Instruction Plan (AIP)
- 2.1.4 Notification that a student is registered as a Home Schooler
The British Columbia Permanent Record Cards and Ministry of Education Student Transcripts must be maintained for 55 years as stated in the AP181-Records Management, and the Retention Matrix - Education Appendix.

2.2 Student G4 Files

- 2.2.1 Only one Student G4 File will be created for each student enrolled in the Public Education System. This file includes both physical (paper documents) as well as digitally stored student information. The information and documents are used to plan, administer, and support the student's educational plan.

The documents or inclusions within a physical or digital Student G4 File will vary, as they are dependent on each student's personalized educational plan. At a minimum, the Student G4 File will contain the following:

- Current student record inclusions as listed by the Ministry of Education Permanent Student Record Card
 - A copy of the student's current Individual Education Plan - IEP (if applicable)
 - A copy of the ELL student's current Annual Instruction Plan – AIP (if applicable)
 - A copy of the student's current Student Learning Plan (if applicable)
 - Copies of other relevant documents which support the student's learning -e.g., Positive Behaviour Intervention Support Plan (PBIS) and/or Safety Plan (if applicable), and the Annual ELL Assessment for the current year and the Final ELL Direct Report Card (if applicable)
- 2.2.2 The physical Student G4 File will be kept in a safe and secure location. All other records related to the file are to be stored in approved digital systems.
- 2.2.3 Any physical (paper) student documents related to the Permanent Student Record will be placed in the Student G4 File and this file is kept in a safe and secure location.
- 2.2.4 Digital student documents related to Permanent Student Record are to be stored in the appropriate District approved digital storage system.
- 2.2.5 The storage of Student G4 Files is the responsibility of each school. Students graduating from the public school system will have their files stored for seven (7) years as stated in the Records Retention Matrix - Education Appendix. Students leaving the public school system before graduation or otherwise becoming inactive will have their files stored for seven years then subsequently destroyed.

2.3 Teacher Files

Notes and personal observations may be kept by a teacher for assessment and support purposes. Communications are not considered to be the exclusive property of the author under *British Columbia Law* and must be produced, if required to do so in accordance with the *Freedom of Information and Protection of Privacy Act* or by the courts.

2.4 Classroom Files

The classroom teacher will maintain student work files. These files will be destroyed at the end of the year and any pertinent information transferred to the Student G4 File. The school must save assessment records for two years.

3. Document Transfers of Student Records

- 3.1 The Student G4 File must be reviewed upon receiving a request from a principal or designate when a student transfers and is enrolled in another school. The Student G4 File must only contain documents that are used in the planning and administration of the student's education program and align with the *Permanent Student Records Instructions* (Form 1704).
- 3.2 For Public Schools within the Province of British Columbia:
On receipt of a request from a public school within the Province of BC to which a student transfers and is enrolled, the school must transfer the following records:
- Permanent Student Record
 - The two most recent years of Report Cards
 - Student G4 File documents which includes any physical (paper) inclusions and printed copies of any digital documents as per the Ministry of Education Permanent Student Record Card instructions (Form 1704)
- 3.3 Independent Schools or an Educational Institution outside of the Province of BC:
On receipt of a request from an Independent School within the Province of BC, **or** any educational institution OUTSIDE of the Province of BC, the school must maintain original records and transfer **copies** of the following records:
- Permanent Student Record Cards (Form 1704)
 - The two most recent years of Report Cards
 - Student G4 File information which includes any inclusions as per the Ministry of Education Permanent Student Record Card (Form 1704)
- 3.4 The practice of sending copies or giving copies of confidential written reports to other professional agencies will occur only when:
- 3.4.1 The student requests this information if they are of legal age; or
- 3.4.2 The parent/guardian or legal representative of the student has granted written permission as appropriate; or
- 3.4.3 The release of the record is permitted or required by statutory declaration or court order
- 3.5 The request for Student Records from a Independent School or an educational institution outside of the Province of BC, must complete Form 182-2 - Request for Records. The parent/guardian of the student or the legal age student, will confirm that the student is registered in a specific school and enrolled in the current school year. Once the request has been confirmed, a "Copy" of the student's records will be provided to the requesting school as per section 3.3 above.

- 3.6 Printouts of Student Records are to be labelled as a “Copy” and include the date of production and the school’s name.
- 3.7 Schools are required to maintain a log, documenting the release or transfer of all Student Records (originals, copies, or digital documents) that have been requested. This log must be kept digitally in a secure location accessible to school administrative staff. The log must indicate where the records were sent, contact person, documents or information included, and the date the files were sent and by the staff member in the school.
- 3.8 Any transfer of Student Records must follow approved protocols for ensuring safe and verifiable transfer of the records

4. Access to School Files and Records

4.1 As provided for in the *School Act*:

- 4.1.1 "A parent of a student attending a school is entitled to be informed, in accordance with the orders of the minister, of the student's attendance, behaviour, and progress in school." (Section 7)
- 4.1.2 "A student and the parents of a student are entitled to examine all student records kept by a board pertaining to the student while accompanied by the principal or a person designated by the principal to interpret the records." (Section 9)
- 4.2 The results of District psycho-educational assessments will be discussed with the parent/guardian in a conference. Following this, copies of the assessment reports will be offered to the parent/guardian.
- 4.3 The practice of examining student records is to be extended to the parent/guardian, legal age student, or legal representative of the student when the student is a minor, or to other representatives identified by inter-ministerial protocols.
- 4.4 Access to student files is provided only after the Principal/Vice Principal or Designate confirms that the person requesting access has the legal right to view the student file. Individuals requesting information must be approved according to all relevant legislative guidelines. The custodial parent is given access to student information according to the provisions in the *School Act*, but all other individuals must provide legal documentation or written permission granted by the custodial parent before accessing student files. Principals/Vice Principals are responsible for supervising all access to confidential student files.

Reference: Section 7, 9, 13, School Act
Freedom of Information and Protection of Privacy Act
Permanent Student Record Instructions (Form 1704)
Form 182-1 Request for the Release of Student Records (BC Public)
Form 182-2 Request for the Release of Student Records (Independent/Outside BC)
Form 182-3 Confirmation of Registration (Independent/Outside BC)

September 2023