

STUDENT RECORDS

Background

Staff members shall produce and maintain records to assist in provision of educational programs for all students. Information in these records serves two purposes:

1. To provide working records about students currently enrolled in the school division and,
2. To provide a permanent record of each student's attendance. Achievement and personal information that is pertinent to the student is retained according to the Cumulative File Guidelines and the Records and Retention Schedule. The Ministry of Education retains the official permanent record of a student's marks.

All such records are for educational purposes only and are to be treated as confidential and for use only by educational professionals and appropriate supportive professional staff.

Procedures

1. General

- 1.1 The school principal, except where noted, is responsible for the collection, maintenance, and release of student records.

2. Cumulative Records

- 2.1 Student records shall be kept in accordance with [Ministry of Education Cumulative Guidelines](#) and the *Records and Retention Guide*.
- 2.2 When a student graduates, transfers out of province, or their file becomes inactive for some other reason, the inactive cumulative file is to be sent to Central Office, attention Business Manager, for retention until the disposition time has arrived or the student becomes active again.
- 2.3 Disposition of Cumulative Files and other student files which have reached their disposition date is to be done annually in a secure manner after receipt of Board approval.

Reference: Sections 85, 175, 231 Education Act
Local Authority Freedom of Information and Protection of Privacy Act
Vital Statistics Act
Youth Criminal Justice Act