

## Administrative Procedure 320

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### AP 320 - STUDENT RECORDS

#### Background

Principals under the direction of the Director shall ensure that student records are maintained for all students in the Division in accordance with this administrative procedure.

#### Procedures

1. The Principal shall ensure that the school attendance is kept up to date by the teacher.
2. The cumulative record file for each student shall be maintained and reviewed regularly by the teacher under the supervision of the Principal.
3. The Principal shall be responsible for forwarding cumulative files, (upon request from accredited school jurisdictions), for those students who have left the school. This also includes the parent/guardian signature of a [Release of Records Form 320-1](#).
4. Parents of students in attendance at non-accredited schools or in home school programs have access to their child's record. These records are forwarded to the Division Office and an appointment can be made whereby the parent(s)/guardian(s) may review their child's file and record any information they wish to take from the record.
5. The Principal shall request from other schools or systems the educational records of newly enrolled students.
6. The Principal shall store student records under lock and key so as to ensure confidentiality and safekeeping.
7. When a student leaves or graduates from the school, his/her permanent record is to be reviewed and assigned to the inactive permanent record file.
8. An appointment to review the records must be made with the Principal of the school and the records perused in the presence of the Principal or designate.
9. Permanent Files
  - 9.1 With respect to permanent student records the following is to be collected:
    - 9.1.1 Student identifying information.
    - 9.1.2 Parent/guardian identifying information.
    - 9.1.3 Student achievement (assigned grades and results on standardized tests).

- 9.1.4 Scholastic aptitude and vocational interests.
- 9.1.5 Attendance records.
- 9.1.6 Extra-curricular activities that the student has been involved in.
- 9.1.7 Other information that serves an educational purpose.
- 9.2 Confidential reports, when written, are also an aspect of the students' files. These may include information such as:
  - 9.2.1 Reports regarding medical disorders.
  - 9.2.2 Reports from educational psychologists, speech-language pathologists, medical doctors, etc.
  - 9.2.3 Reports from other agencies such as Early Childhood Intervention Services, Kids' First etc.
  - 9.2.4 Confidential files are kept for three years after the student turns 22.

## 10. Access to Files

- 10.1 Professionals involved with programming for the students may access these files. The files may be released to an accredited school or agency upon request from that agency and once the parents/guardians have signed the [Release of Records Form 320-2](#).
- 10.2 Parents/guardians may access their child's student record upon request. The Principal or designate shall be present at that time.
- 10.3 Adult students (eighteen (18) years of age or over) may access their student record upon request. The Principal or designate shall be present at that time.
- 10.4 Agencies with a legal mandate may request access to student records provided a written request is made which includes a legal reference regarding access. The Principal shall consult with the Director if there is a doubt about such a release.
- 10.5 Information will be released when requested by subpoena.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act  
Local Authority Freedom of Information and Protection of Privacy Act