

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 321 - Student Records

Policy

A student record shall be established for each student upon initial registration within the District for the exclusive purpose of accumulating information necessary to provide for the educational welfare of the student. The principal of each school shall ensure that the student record is maintained in accordance with the following procedures and the requirements of the School Act and Alberta Learning Policies and Regulations.

Procedures

1. The principal shall ensure that all staff members involved in the preparation of, or who have access to, student records are made aware of section 18 of the School Act, Alberta Regulation 177/93 - Student Record Regulation, and Alberta Learning Policy 3.2.7 - Information Bulletin on Student Record Regulation.
2. The principal shall ensure that the student records are maintained and utilized in accordance with the School Act, Alberta Learning Policies and Regulations.
3. The student record will be located at the student's school.
4. The principal shall ensure that the student record contains the information specified in section 2 of School Act Alberta Regulation 71/99, Student Record Regulation.
5. The principal shall ensure that the student record is reviewed annually or sooner if deemed appropriate to ensure that the:
 - 5.1 Student information is updated and correct:
 - 5.2 Requirements of FOIPP and the Alberta Learning Regulations are met; and
 - 5.3 Information relating to a suspension and expulsion under section 19 of the School Act has been placed on a student's record.
6. The principal may require that a student's name and date of birth be verified by means of a copy of the student's birth certificate if the student was born in Canada or another official document if the student was born outside of Canada.
7. The principal may require that a student's citizenship should be verified by means of a copy of a Canadian citizenship certificate, or a visa or other official document, lawfully admitting the student to Canada for permanent or temporary residence.

8. Student records will be deemed active for the duration of the student's attendance in the District and the principal will ensure that all reasonable efforts are taken to ensure that student records are kept secure and confidential.
9. Student records will be deemed inactive when the student is no longer in attendance at a school in the District. Such records will be:
 - 9.1 Retained in the school for two years following the date on which the student ceased to attend a school in the District;
 - 9.2 After two years the principal will contact the Secretary Treasurer to arrange for the forwarding of inactive records; and
 - 9.3 Records received by the Secretary Treasurer will be retained until the student would have reached the age of 28 after which the records will be destroyed.
10. If a student moves from one school to another, the principal shall transfer the student record in accordance with the following:
 - 10.1 If a student transfers from one school to another within the District, the principal of the receiving school must request the student's record as soon as possible and if the request is not received within a reasonable time, then the principal of the sending school will forward the student record to the receiving school.
 - 10.2 If a student moves to another school within Alberta, the principal of the sending school must transfer the original student record to the receiving school as soon as a written request is received from receiving school.
 - 10.3 If a student transfers to a school outside of Alberta, the principal of the sending school will send a copy of the student record as soon as a written request is received from the receiving school. The original student record is to be maintained as outlined in section 9 of this policy.
11. Access to a student record will be provided on an appointment basis and will be in accordance with section 5 of School Act Alberta Regulation 71/99, Student Record Regulation and section 18 of the School Act.
12. When a student record contains a document prepared by a person who is not an employee of the Fort McMurray Catholic Schools, the person who wishes to review the record must be referred to the originator of the information for an explanation and interpretation of its contents.

13. The principal may provide a copy of the student record to authorized Board personnel, other professional staff, the student if 16 years of age or older, and/or the parent subject to the following:
 - 13.1 It is deemed to be in the best interests of the student, and
 - 13.2 The request is in writing, identifies what is to be copied and the name of the recipient, and the written consent of the student and the parent if the recipient is other than the student or parent.
14. The principal shall ensure that a record of the following transactions are maintained:
 - 14.1 Transfers of student records to other schools;
 - 14.2 Issuance of copies of the student record; and
 - 14.3 Examination of the student record by persons other than Board employees.
15. The principal shall ensure that the record of the transactions include the following:
 - 15.1 Date of the transaction;
 - 15.2 Persons, agencies or schools involved in the transaction; and
 - 15.3 Authorizing documents, where applicable.

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