

Administrative Procedure #406 Student Records

Background

Thrive Charter School has the responsibility for maintaining appropriate records necessary for the education of students, for program placement and historical claims.

The Principal shall be responsible for ensuring that staff members follow the provisions of the Education Act, Alberta Education Regulation 97/2019 and this administrative procedure for student records held in the school.

A student record shall consist of all information that affects the decisions made about the education of the student that is collected or maintained by Thrive Elementary School, regardless of the manner in which it is maintained or stored. Such records shall be in accordance with current regulations of Alberta Education.

Procedures

1. The Principal shall:
 - 1.1.1. Ensure that the Student Record for each student enrolled in the school is either created or obtained if a Student Record exists.
 - 1.1.2. Ensure that Student Records are secure and shall ensure that the contents of a Student Record are updated annually.
2. Information about students shall be located in digital form in the school in the Student Record and electronically in databases accessible to the school.
3. Information on student records is to be treated as confidential by staff members. Student records shall be stored in such a manner that this confidentiality is maintained. Information on student records may be released to certified professionals who have a bona fide interest in furthering the education of the student. Parental approval is to be obtained in advance, wherever possible. All information in the Student Record may be disclosed only in accordance with the Education Act, the Student Record Regulation, and the Freedom of Information and Protection of Privacy Act.
4. Student records containing the information referred to in section (2) of the Alberta Education Regulation 97/2019, shall be created and updated within PASI and all procedures for maintaining records and providing access to records must be maintained. Following a student's transfer, any hard copy or digital records should be disposed of in a manner that maintains the confidential nature of the information.

5. When a parent has reviewed the student record, and finds information to be invalid or record keeping procedures unsatisfactory, he/she may appeal to the Superintendent and/or Board. If no satisfaction is received, a further appeal may be made to the Minister of Education.

Student Record Contents

A Student Record shall contain all information affecting the decisions made about the education of a student regardless of the manner in which it is maintained or stored including:

1. Student's name as registered under the *Vital Statistics Act* or, if the student was born in a jurisdiction outside Alberta, the student's name as registered in that jurisdiction, and any other surnames by which the student is known. A copy of the information used to verify the student's legal identity shall be placed in the Student Record. A school may accept a copy of the student's birth certificate, if the student was born in Canada, or another official document acceptable to the board, if the student was born outside Canada.
2. Student identification number assigned to the student by the Minister of Education,
3. Name of the student's parent, addresses and telephone numbers of the student's parent, and copy of any separation agreement or court order defining access to a student and the student's information,
4. Birth date and sex, of the student, including a copy of the citizenship papers of the student and, if the student is not a Canadian citizen, the type of visa or other document pursuant to which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document,
5. Names of all schools attended by the student in Alberta and the dates of enrolment, if known,
6. Annual summary or a summary at the end of each semester of the student's achievement or progress in the courses and programs in which the student is enrolled,
7. Results obtained by the student on any diagnostic test, achievement test conducted by or on behalf of the Province, and standardized test under any testing program administered by the board to all or a large portion of the students or to a specific grade level of students.

8. Annual summary of the student's school attendance,
9. Information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the *Education Act*, which must be retained on the Student Record for a minimum period of one year following the date of the suspension or expulsion, and a maximum period of three years following the date of the suspension or expulsion after which the information must be removed from the student's record.
10. If the parent of the student is eligible to have the student taught in the French language pursuant to Section 23 of the *Canadian Charter of Rights and Freedoms*, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right.
11. If an individualized program plan is specifically devised for a student, the current plan and any amendments to the plan must be placed on the Student Record of that student in addition to summaries of all the previous school years' individualized program plans.

References:

Education Act (Section 56)

Alberta Education Regulation 97 / 2019

Freedom of Information and Protection of Privacy Act