

# North East School Division - Administrative Procedure

 <b>AP 416</b> <b>Student Records</b>	<b>References:</b> Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP) Vital Statistics Act, 1995 Ministry of Education, Student Cumulative Record Guidelines (2022) Request for Release of Information SSBA Records Retention Disposal Guide AP711 – Record Retention and Disposal	<b>Tracking:</b> Substantive revision - Aug 2023 Approved - February 13, 2024
	<b>Related:</b>	<b>Status:</b> APPROVED – Feb 2024

## STUDENT RECORDS

Student records provide permanent, factual, objective, and professional documentation of each student’s attendance, academic progress, achievement reports, adaptations, specialized reports related to the student’s educational program and personal demographic information. These records are confidential and may be in digital or paper form.

The student cumulative record provides a working profile of students who are enrolled in the school and are used by the staff to help provide appropriate educational programming and supports for students from year to year. They are valuable for assisting in the successful transition of students to another school. The cumulative record shall be the official working record for students currently enrolled in Division schools. Federal and provincial privacy and information sharing legislation have been followed in the creation, maintenance, and use of cumulative records.

All personal information is subject to the provisions of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP)*.

## PROCEDURES

### 1. General

- 1.1. Full and complete cumulative records must be maintained for all NESD Prekindergarten to Grade 12 students, inclusive of those with intensive needs.
- 1.2. Responsibility for collection, maintaining confidentiality, and ensuring proper preservation of student records rests with the principal unless otherwise noted.
- 1.3. Each active working record shall be reviewed annually to ensure that it is kept current and to eliminate information that no longer serves an educational purpose.
- 1.4. Federal and provincial privacy and information sharing legislation shall be followed in the creation, maintenance, and use of Cumulative Records.
- 1.5. All personal information is subject to the provisions of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP).

### 2. Student Cumulative Records

- 2.1. Contain information relevant to a student’s educational program. Information is added to the record each year as the student progresses through the grades.
- 2.2. The classroom teacher shall be responsible for entering information in the Cumulative Record.

- 2.3. The principal, or designate, shall be responsible for managing annual updates to the Cumulative Record and removing unnecessary and outdated information.
- 2.4. According to the Student Cumulative Record Guidelines (2022), each Cumulative Record should include:
- the student's name as registered under *The Vital Statistics Act, 1995* or, if the student was born in another jurisdiction, the student's name as registered in that jurisdiction;
  - other names by which the student is known;
  - the birth date and gender of the student;
  - the student's provincial Learning Identification Number (LID);
  - the name(s), address(es) and telephone number(s) of the student's custodial parent(s) or guardian(s);
  - the name(s), address(es) and telephone number(s) of other parent(s) or guardian(s) who may have custody orders that permit or restrict access to their child or the child's personal information;
  - a copy of parental order or agreement;
  - the student's diagnostic assessment reports relevant to instructional planning, including reports from psychologists, Speech-Language pathologists, occupational therapists, etc.
  - parental consent forms to exchange information with outside agencies (health, social services) and/or consent for assessment
  - medical information about the student pertinent to program planning that the parent or student provides
  - a summary or report of the student's achievement or, in the case of a Prekindergarten child, any summary of developmental growth and learning; if appropriate, a record of adaptations at the end of each grade or semester; term progress reports
  - an annual summary of the student's attendance
  - a copy of the current and previous plan or documentation indicating that the student has an IIP in the provincial Student Data System or the MySchoolSask/MonÉcoleSask program, for a student who has an Inclusion and Intervention Plan (IIP)
  - a copy of the current and previous plan, for a student with a safety plan.
- 2.5. NESD requires that each Cumulative Record should include:
- a record of adaptations needed to support student learning and achievement;
  - parental consent forms related to student's diagnostic tests or other assessments or other student services;
  - a notice of the existence of a Violence Threat Risk Assessment, if one has been administered within the last five years;
  - English as an Additional Language records (e.g., Initial Language Assessment, Immigration Information, Updated CFR Levels, EAL Students Experiencing Difficulty)
  - suspension or expulsion records.

### 3. Record Access

- 3.1. NESD teachers and other professionals involved with programming for the students may access cumulative files within the guiding principles of LAFOIPP that states: 28(2) Subject to any other Act or regulation, personal information in the possession or under the control of a local authority may be disclosed: (a) for the purpose for which the information was obtained compiled by the local authority or for a use that is consistent with that purpose.
- 3.2. In consultation with the NESD Privacy Commissioner, the principal shall be responsible for the collection, maintenance, and release of student Cumulative Records. Requests for access to school records are to be requested through a [Request for Release of Information](#).

### 4. Retention and Disposal

All records are to be retained in accordance with the Regulations to *The Education Act, 1995*, *Student Cumulative Record Guidelines, 2022* and the [Records Retention Disposal Guide](#). LAFOIPP provides that documents containing personal information should be retained only as long as they are required for the purpose for which they were created or collected. In considering a reasonable estimate, confidential files will be kept for three years after the student turns 22.

Records will be destroyed in accordance with AP [711 – Record Retention and Disposal](#)

### 5. Permanent Records

**The following documents are to be retained permanently:**

- i. School registers