

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO. 5050
STUDENTS	<u>Access to Student Records</u>	

**DATE ADOPTED:** May 11, 1999

**DATE AMENDED:** October 13, 2009

Access to Student Records should be available to parents and guardians. The following guidelines are in place to ensure freedom of information and the protection of privacy.

### R E G U L A T I O N S

1. When parents wish to view the files of their children, they shall request an appointment with the Principal or a person designated by the Principal.
2. Students wishing to view their files shall follow the same procedure as described in Regulation No. 1.
3. The Principal or a person designated by the Principal shall be in attendance at all times to present and interpret the information included in the file.
4. Upon written authorization of a custodial parent, a non-custodial appropriate professional may be permitted to view the file under the same conditions as in Regulation No.1.
5. No item(s) shall be removed, however, notes may be taken and photocopies provided upon request.
6. Only School District No. 51 professional staff and those expressly named by this policy and these regulations shall be permitted to view a child's file.
7. A current custody order, where applicable, shall be requested of the parent and a copy kept in the student's file. This shall enable legal guardian(s) to access the student's file.
8. Should any uncertainties arise over unusual requests or interpretation of these regulations, clarification and/or direction should be sought from the Superintendent of Schools.