

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO. 5040
STUDENTS	<u>Student Records</u>	

**DATE ADOPTED:** February 24, 1999

**DATE AMENDED:**

Student records will be safeguarded and maintained on behalf of the Board, students, and parents. Records will be shared when this is in the best interests of the parties in accordance with the regulations below.

Student records are the key element in the measure of a student's progress and history in the school system. They are the property of the Board and require sensitive treatment to maintain confidentiality and to make effective use of them on behalf of the student.

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

1. Permanent record cards will be prepared for each Boundary student and will be filed in the permanent archives of the school last attended.
2. Administrative officers will be guided by the booklet *British Columbia Permanent School Record Cards; Information for Principals and Teachers*.
3. Back-up electronic records shall be maintained for rapid review and retrieval as required.
4. Copies of transcripts, report cards, and similar records of academic progress will be provided to the parent/guardian and student upon request (normally written), and will be directed to other institutions of learning when requested.
5. Raw test data, assessment data, and other information that may be sensitive, such as reports of social workers or psychiatrists, should normally be shared only in conference attended by professional staff. Where written reports are necessary, they will be prepared in summary form and transmitted under confidential cover.
6. In single parent situations, the custody parent is the one normally entitled to access student records. The custody parent may allow access to student records to the other parent through written authorization. In any case, where a court or other legal order is properly presented, the Board will grant access in accordance with the School Act and this policy. In the case of a general access order under the Family Relations Act, the student's report card is the sole record that is to be shared.

7. Access to student information will be provided to a person providing health, social, or other support services in accordance with the School Act. This includes the Board's insurer for the purpose of meeting a claim under certain conditions.

