

ADMINISTRATIVE REGULATIONS

TITLE: STUDENT RECORDS

CATEGORY: EDUCATION

NUMBER: 1300

CIRCULATING UNTIL AUGUST 20, 2025

I. Rationale

In order to provide appropriate instruction and educational services, the district maintains current and historical student information. All Student Records must be maintained in a secure and confidential manner and in accordance with applicable privacy legislation and district policies.

II. Student File

A. The Student File shall be established and maintained for each student enrolled in the public education system. The Student File will contain copies of current records used in the planning and administration of the student's education program. The content of a Student File will differ with each individual student. However, at a minimum, the Student File will contain the following:

1. Current student record inclusions as listed on form 1704.
2. A copy of the student's current Student Learning Plan (if applicable).
3. A copy of the student's current IEP (if applicable).

III. Permanent Student Record

A. The District will establish and maintain a student record for each student registered under [Section 13 of the School Act](#) and in accordance with [Section 79](#) and [79.1](#) of the School Act and Ministerial Order 082/09 Permanent Student Record. This record will include:

1. Form 1704, and
2. A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) or a copy of the Transcript of Grades issued by the Ministry.

IV. Access to Student Records

A. Student records are maintained to support the educational, legal, and administrative needs of the school district. While confidentiality must be preserved at all times, access to these records is governed by the *School Act*, the *Freedom of Information and Protection of Privacy Act (FIPPA)*, and other applicable legislation.

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- B. A person providing health services, social services, or other support services under Section 79 of the *School Act* shall be granted access to any information in a student's records which may be required to carry out their duties.
 - C. Under British Columbia law, any communication between a student, a teacher, principals, counsellors or outside agencies must be produced, if required, through a court order.
 - D. When records are requested in child custody proceedings, school authorities shall wait for a court order before revealing any information, regardless of whether or not either parent has requested information for use in court
 - E. All requests for student records from lawyers or other third parties who are not the legal parents/guardians of the student, or are not providing health services or social services, should be forwarded to the Secretary-Treasurer.
 - F. While a student is registered at a school within the district, access to the information contained within students records will be made available to other schools, including francophone, independent, and public schools within the Province, only in accordance with Section 79.1 of the *School Act*.
 - G. Student records may be released to the District's insurer to the extent necessary to meet any claims being made against the insurance provided to the Board by that insurer.

V. Transfer of Records

- A. The original student record is to be forwarded directly to any British Columbia public school including: British Columbia Distance Education Schools, British Columbia Francophone Education Authority Schools, Provincial Resource Programs, Containment Centres, and British Columbia Alternate Schools to which a student transfers, in receipt of written confirmation that the student has enrolled in such school.
- B. Where a transfer is to a public school outside the province or to an independent school, copies of records are to be forwarded on written confirmation of enrolment. Both the original permanent record card and a log book/tracking system are to be maintained at the school.
- C. A database system shall be maintained at each school for the purpose of recording all student record transfers. The database will contain the date of transfer, the student's name,

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date of birth, PEN and destination. The database shall be retained for a period of 75 years from date of birth.

- D. Student records shall be transferred in a sealed, district envelope, marked “Confidential”, addressed to the school administrative officer.

VI. Retention

- A. The Student File must be kept until the student reaches the age of twenty-two (22) years.
- B. The Permanent Student Record shall be kept for fifty-five (55) years after the date of graduation or withdrawal date.
- C. If the student file contains a Psychological Educational Assessment (PEA), the report shall be retained until the student reaches the age of twenty-five (25). This extended retention period may support the student in accessing inclusion support services in post-secondary education.

Revised:

Received: December 2019

References:

[School Act, Section 79](#) – Province of British Columbia

[Permanent Student Record Order](#) – BC Ministry of Education

[Permanent Student Record Instructions](#) – BC Ministry of Education

[Freedom of Information and Protection of Privacy Act](#) – Province of British Columbia

