

ADMINISTRATIVE REGULATIONS

TITLE: STUDENT RECORDS

CATEGORY: EDUCATION

NUMBER: 1300

CIRCULATING UNTIL MAY 21, 2025

I. Rationale

In order to provide appropriate instruction and educational services, the district maintains current and historical student information. A student record is defined as any documentation (written or electronic) pertaining to a student that is created and/or stored by an employee of the School District. Student records require sensitive treatment to maintain confidentiality and ensure their effective use. Student records will be safeguarded and maintained on behalf of the district, students, and parents.

II. 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;

B. Student records are prepared for educational use and require sensitive treatment to ensure confidentiality and to make effective use of them on behalf of students.

1. The confidentiality of student records is to be maintained at all times; however, all student records kept by the district pertaining to the student, may be made available to parents, guardians, and to former students who have attained legal age, in accordance with the School Act, the Freedom of Information and Protection of Privacy Act, and other applicable legislation.
2. Parents/guardians may examine the records while accompanied by the principal or a person designated by the principal to interpret the records and may request copies on payment of a fee that does not exceed the school's cost of providing copies.
3. 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;
4. 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;
5. 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;
6. 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. Clerical staff should immediately date stamp the request upon receipt and forward it to the Secretary Treasurer;

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7. 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.

C. Transfer of Records

1. 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.
2. 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.
3. A log book/tracking system shall be maintained at each school for the purpose of recording all student record transfers. The log book will contain the date of transfer, the student's name, date of birth, PEN and destination. The logs shall be retained for a period of 75 years from date of birth.
4. Student records shall be transferred in a sealed, district envelope, marked "Confidential", addressed to the school administrative officer.

D. Retention

1. The Permanent Record Card and selective information shall be contained in the student record and be retained by the school when a student withdraws from school or graduates.
2. All general information (i.e. internal reports, teacher comments, referrals etc.) contained in a student record must be kept until the student reaches the age of twenty-two (22) years.
3. Graduated Students – The Permanent Record Card and Official Student Transcript shall be filed by graduation year, alphabetically and shall be kept for fifty-five (55) years after the date of graduation.
4. Withdrawn Students – When a student withdraws from the system, report cards for the last two (2) years shall be kept with the Permanent Record Card. The student record shall be filed by birth year, alphabetically and be retained for fifty-five (55) years after the student would normally have graduated.

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5. Any debt owing information shall be kept with the Permanent Record Card/Official Student Transcript until cleared, or until the student reaches the age of twenty-two (22) years.

Revised: December 2019

Received:

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

