

# ADMINISTRATIVE REGULATIONS

TITLE: STUDENT RECORDS  
CATEGORY: EDUCATION  
NUMBER: 1300

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## I. Rationale

Student records shall be maintained in a consistent manner throughout the district. They shall be stored in such a way as to permit easy access and retrieval, and in a manner which maintains their confidentiality and security. The information below is copied, with minor annotations, from <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/classroom/permanent-student-record> and is provided for reference noting that the Ministry may change expectations from time to time.

## II. Permanent Student Record

A Permanent Student Record is required for each student enrolled or registered in the British Columbia public education system.

A Permanent Student Record is to document the history of a student's education program. The Permanent Student Record must be retained by school districts for 55 years after a student has withdrawn or graduated from school and stored according to school district policy.

The Permanent Student Record consists of the following **two** parts:

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**: an official copy of the Transcript of Grades.

A **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:

- current student record inclusions as listed on form 1704
- a copy of the student's current Student Learning Plan (if applicable)
- a copy of the student's current IEP (if applicable)

After a student has withdrawn or graduated from the education system, records contained in a Student File shall be retained as indicated in this regulation.

Information should be updated as it changes and the student progresses through the British Columbia school system. The school principal for each child is responsible for updating Permanent Student Record form 1704.

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Data for Permanent Student Record Form 1704 is stored in electronic format (MyEducation BC).

## A. Form Completion Instructions

The following instructions are guidelines for completing all the fields on the Permanent Student Record Form 1704.

### 1. Medical Alert

Indicate when a Medical Alert is in effect:

- List the medical alert and the expiry date (if applicable) under the Student Record Inclusions section.
- Attach an emergency procedure plan (if applicable).
- The following medical alert conditions should be entered:
  - diabetes
  - epilepsy with a history of seizures in the past two years
  - allergy (only those which produce an anaphylactic type response, needing hospitalization and/or adrenaline at once by school staff) See Anaphylaxis Protection Order M232/07
  - blood clotting disorders
  - serious heart conditions

Any other condition which may require emergency care may be added after consultation with the senior public Health Nurse, supervisor, or Medical Health Officer.

Situations that may interfere with student performance, health or behaviour should be included; i.e., hearing aids, medication prescribed by the doctor (asthma, hyperactivity), cerebral palsy, cystic fibrosis.

Students in Kindergarten to Grade 3 with **severe** allergies to substances found in the school environment that require preventive and/or treatment action by school staff should be included.

### 2. Legal Alert

Indicate when a Legal Alert or Court Order is in effect:

- List the court order and the expiry date (if applicable) under the Student Record Inclusions section (e.g., custodial rights, restraining orders, instructions re. access to student and/or student records).
- When a court order is no longer in effect enter the date the order was rescinded in the expiry space.

### 3. Student Information

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- **Legal Name**
  - Enter the name(s) that appears on the student's birth certificate or other legal document. If a legal name change has been filed enter the new legal name.
- **Usual Name**
  - Enter a usual name if the student requests to be called by anything other than a legal name (e.g., nickname, middle name or different surname, etc.).
  - Complete only the sections that are different.
- **P.E.N.**
  - Enter the nine digit Personal Education Number assigned to the student by the Ministry of Education.
- **Gender**
  - Check the appropriate box.
- **Birthdate**
  - Enter the year, month, and date of birth (e.g., 1989 08 24).
- **Birth country**
  - Enter the country of birth.
- **Initial Entry from**
  - Students may enter a British Columbia school from the home or a school outside the province. Enter in the 'initial entry from' box
- **Verification box**
  - Upon a student's initial entry to a British Columbia school, it is the responsibility of an administrative office or designate to verify the student's names, birthdate, and placement data and ensure the box is checked.

#### 4. Record of Schooling

This section will begin upon initial entry of the student into the school system

- **Ministry School Code**
  - Enter the eight digit school code
- **District Name**
  - Enter the district name (e.g., Greater Victoria)
- **Name of School**
  - Enter the name of the school in full (e.g., Cedar Grove Elem.).
- **Grade/Entry Date**
  - Enter the grade and date when the student first enrolled at this school
- **Exit Date/Grade**
  - Enter the grade and date when the student withdrew from the school
- **Reason for exit**
  - Enter; "transferred", "withdrew", "graduated", or "deceased"

#### 5. Student Record Inclusions

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Inclusions are documents (or copies of documents) that are used to help plan or support the individual student's education program. Not all students will have inclusions. Documents listed as inclusions are kept in the student file and will be transferred if the student moves to another school. For all inclusions list the document date, title, and expiry date or date rescinded (if applicable). If the space for inclusions becomes full, it may be necessary to create a second portion and tape it to the form for future additions.

The following inclusions must be listed on the Permanent Student Record (PSR) form:

- Health services information as indicated by a medical alert.
- Support services information (e.g., psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities).
- Court orders as indicated by the legal alert.
- Other legal documents e.g., name change or immigration document.
- Notification that a student is on an Individual Education Plan (IEP)
- Notification that a student is registered as a Home Schooler.

The following inclusions may be listed on the PSR form:

- Records of information which an educator deems relevant to the educational program of the student.
- Award information (Ministry awards information must include year, date, and serial number).

Student Progress Reports and Student Learning Plans are also kept in the student file but are **not** to be listed on the PSR form in the inclusion section.

### III. Permanent School Records

A. The principal shall ensure that the Permanent Student Records for each student enrolled in the school is maintained up-to-date in accordance with current Ministry of Education directives. The names and forms of all tests, and the dates they were administered, should be recorded; however, only the results of group tests, not individualized tests, shall be recorded on the Card.

B. A student's Permanent Student Records shall be transferred to another B.C. public school without delay upon receipt of a documented (written/electronic) request from the principal of the receiving school.

C. If a documented (written/electronic) request for a Permanent Student Record is received from the principal of an educational institution outside the province or an independent school, only a COPY of the card shall be sent.

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D. The principal shall ensure that the Permanent Student Record of a student who has left the British Columbia public school system shall be retained on file in the school for at least twelve months. At the end of the school year immediately following this period, the Card shall be sent to the School Board Office for permanent storage or until such time as the student enrolls in another B.C. public school.

E. The Secretary-Treasurer shall ensure that the Permanent Student Record of each former student in the district who has not subsequently enrolled in another B.C. public school is stored centrally for fifty-five (55) years.

F. Permanent Student Record cards shall be stored in the safe/or fire proof cabinet of the school in which the student is enrolled.

G. Elementary Permanent Student Records from feeder schools shall be transported to the secondary schools on the last day of school each year.

#### IV. **Graduation Documents**

A. The principal shall ensure that the Transcript of Grades of each graduating student is retained on file in the school for at least twelve (12) months. At the end of the school year immediately following this period, the Transcript shall be sent to the School Board Office for permanent storage.

B. The Secretary-Treasurer shall ensure that the Transcript of Grades of each graduate of the district is stored centrally for a minimum of fifty-five (55) years with the Permanent Student Record cards.

C. Graduation diplomas are to be given out to students as soon as practicable.

#### V. **Student Registration Form**

A. Students will be registered using ONLY the school district form. Principals should ensure that the registration date is entered on the form.

B. Principals are responsible for ensuring that the following are presented and entered on the form:

1. for students new to the B.C. school system, proof of age (provincial Birth Certificate, Immigration Papers, CARE Card; Passport or notarized proof of age);
2. for students not born in Canada, proof of citizenship or landed immigrant or refugee status (such proof may include Birth Certificate; Passport or Citizenship or

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Immigration Papers.)

Note: CARE Card cannot be used as proof of citizenship or immigration.

3. The form shall be stapled to the right side of the student file folder.

## VI. Student Files (Permanent Student Record)

A. The principal shall ensure that all significant information and records (with the exception of the Permanent Student Record Card) relating to the development of a student is contained in one school file. Raw data, working records, and materials that are the professional working material of the teacher, school, or district should be stored separately; however, it is essential that a full and complete record of a student's development be maintained in the student's file.

B. The criterion for determining the appropriateness of information to be included in a student's file should be: What do the educators working for the benefit of this student now and/or in the future need to know to help him/her best?

C. Copies of report cards, summaries of results, and recommendations arising from group and/or individual testing, referrals to and reports from special services, notes regarding parent reviews of the files and summaries of unusual parent-teacher interviews should be included. Each document should be dated and signed by the person making the entry. The Student Registration Form is to be stapled to the right side of the student folder.

D. At the end of each school year the documents relating to that year should be critically reviewed. Those deemed to be important and relevant should be collated in chronological order (most recent on top) and stapled together with a note indicating the school name, the school year, and the student's grade placement, signed and dated by the person doing the review and collation. All other documents should be removed from the file and destroyed.

E. The information contained in a student's file shall only be accessible to other professional agencies when a written request has been made by the legal parent/guardian or legal representative of the student, or by the student if he/she is an adult, except where permission has been explicitly granted by the Superintendent or where the release of such records is required by statutory declaration or by court order.

F. Files shall be stored in locked filing cabinets located in a secure area of the school. They shall not be stored in classrooms.

G. Copies of report cards, academic transcripts, and statements of standing, once

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prepared, shall be provided upon request to the legal parent/guardian and/or student or legal representative of the student.

H. Copies of report cards, academic transcripts, and statements of standing may be provided to other parties where a written request has been made by the legal parent/guardian or legal representative of the student, or by the student if he/she is an adult. Letters of reference, or letters which summarize and interpret file contents may also be provided if similarly requested. However, copies of documents requiring interpretation shall not be provided to other parties, except where permission has been explicitly granted by the Superintendent, or where the release of such records is required by statutory declaration or by court order.

I. Other than as noted above, personal information such as student addresses and telephone numbers, email addresses, photographs, etc., shall not be divulged by schools without permission of the student or the parents.

J. Student records may be released to the board's insurer to the extent necessary to meet any claims and shall be disclosed to a person who is planning for the delivery of, or delivering, health services, social services, or other support services to that student or child.

K. All other information contained in a student's file shall be accessible to the legal parent/guardian or student or legal representative of the student, through the principal, in conference with professional staff qualified to interpret the data in their proper and intended context.

L. Parents do not have access to a record prepared by a person if that person is the only person with access to the record e.g. counsellors' notes or, a record of a child abuse/neglect report or information that forms the basis of such a report.

## VII. Transfer/Storage of Files

A. Each school shall maintain a record of details involved in the transfer of the student files for which it is/was responsible for a period of at least 12 months after the student leaves. At the end of the school year immediately following this period, a copy of this record of transfer shall be forwarded to the School Board Office where the Secretary-Treasurer shall be responsible for its storage. Individual schools may keep their own copy of the record if desired. The records shall include: student name, date of birth, name and address of receiving school, date of transmission, and signature of the person processing the transmission of the file.

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B. The storage and/or transmission of a student's file is the responsibility of the school in which the student is enrolled and for a period of at least twelve (12) months after the student leaves. At the end of the school year immediately following this period, the student's file shall be forwarded to the School Board Office where the Secretary-Treasurer shall be responsible for its storage until the end of the school year during which the student has his/her twenty-first (21st) birthday. At that time if a student has a transcript that shows he/she graduated, the file shall be destroyed. If, on the other hand, the transcript shows that the student did not graduate, the last two years of Student Progress Reports shall be pulled and placed with the Permanent Student Record Card for electronic storage, and the rest of the file destroyed.

C. If the student file contains a psychological educational assessment (PEA), the report will be retained until the student has his/her twenty-fifth (25<sup>th</sup>) birthday or when the PEA is seven years old at which point it is no longer valid and shall be destroyed.

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**References:** Permanent Student Record Order 082/09