



## EDUCATION COMMITTEE AGENDA

Tuesday, September 24, 2019, 2:00 p.m.  
School Board Office - Gibsons, BC

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	Pages
1. Call to Order	
2. Positive Partnerships (2e)	
3. Core Competencies (1c)	
4. Regulations for Review:	
a. 1240 – Research Studies	1
b. 1250 – Review of Educational Materials	6
c. 1270 – Selection of Learning Resources	12
d. 1300 – Student Records	19
5. Adjourn	

## ADMINISTRATIVE REGULATIONS

Title: **Research Studies in Sunshine Coast Schools**  
 Category: **Education**  
 Number: **1240**

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I. **Rationale:**

University and research institutions may wish to conduct research with our students or staff. In the interests of supporting and building knowledge of best educational practice the following procedures are provided.

II. **Procedures**

A. Research proposal requests will be accepted from teachers, graduate students, or faculty members. Research requests will not be accepted from marketing companies.

B. Researchers affiliated with a university must ensure that their completed research proposal requests are accompanied by a letter or certificate from the appropriate ethical review committee at their university. All completed proposal requests, need to be sent first to the Superintendent of Schools. Once researchers have received written approval for their work by the Superintendent, then notification of this approval and the research proposal package shall be sent to the school Principal. Principals, in consultation with staff and students, always have the option to decline research, despite approval from the Superintendent and the University Ethics Boards.

C. Completed proposal packages should contain copies of the proposed research instruments, parent permission letter (if applicable), and certificate or letter of ethical acceptability. Submissions that are not complete will not be considered.

D. Research that entails disclosure of personal information in the District's possession (eg. Access to student files) requires further attention. In these cases, researchers need to complete the School District No. 46 "Terms and Conditions relating to the Disclosure of Personal Information for Research or Statistical Purposes". This will be reviewed by the Superintendent's Office to ensure adherence to the Freedom of Information and Protection of Privacy requirements.

E. Upon completion of the research, an abstract of the completed report must be sent to the Superintendent.

III. **Criteria**

A. The Superintendent will only approve research studies in which care is taken:



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1. with contentious or personal topics that may be considered by students or parent/guardians to be an invasion of privacy.
  2. with demands upon the time of participating students, teachers, or principals is reasonable;
  3. to ensure that potential contribution to the improvement of educational well-being of district staff and students is addressed.
- B. Whenever students (under the age of 19) are involved in proposed external research, parent/guardian permission letters are required (informed consent). Parents/guardians must be informed of the purpose of the study, type of activity the child will be involved in, the nature of any questionnaires, interviews or test and the amount of time required by the research project.
- C. Teacher and/or principal permission letters which provide informed consent are required for all external research studies which involve teachers and/or administrators.
- D. The anonymity of students and teachers who cooperate in research studies must be maintained.
- E. Audio recordings, pictures, video recordings of student performance must have written consent from parents/guardians and teachers.

**Received:**

**References:**



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**I. Rationale:**

† University and research institutions may wish to conduct research with our students or staff. In the interests of supporting and building knowledge of best educational practice the following procedures are provided.

**II. Procedures**

- A. Research proposal requests will be accepted from teachers, graduate students, or faculty members. Research requests will not be accepted from marketing companies.
- B. Researchers affiliated with a university must ensure that their completed research proposal requests are accompanied by a letter or certificate from the appropriate ethical review committee at their university. All completed proposal requests, need to be sent first to the Superintendent of Schools. Once researchers have received written approval for their work by the Superintendent, then notification of this approval and the research proposal package ~~should~~ shall be sent to the school Principal. Principals, in consultation with staff and students, always have the option to decline research, despite approval from the Superintendent and the University Ethics Boards.
- C. Completed proposal packages should contain copies of the proposed research instruments, parent permission letter (if applicable), and certificate or letter of ethical acceptability. Submissions that are not complete will not be considered.
- D. Research that entails disclosure of personal information in the District's possession (eg. Access to student files) requires further attention. In these cases, researchers need to complete the School District ~~#46~~ No. 46 "Terms and Conditions relating to the Disclosure of Personal Information for Research or Statistical Purposes". ~~Completed "TERMS and CONDITIONS AGREEMENTS"~~ This will be reviewed by the Superintendent's Office to ensure adherence to the Freedom of Information and Protection of Privacy requirements.
- E. Upon completion of the research, an abstract of the completed report must be sent to the Superintendent.

**III. Criteria**

- A. The Superintendent will only approve research studies in which care is taken:



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Title: **Research Studies in Sunshine Coast Schools**  
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1. with contentious or personal topics that may be considered by students or parent/guardians to be an invasion of privacy.
2. with demands upon the time of participating students, teachers, or principals is reasonable;
3. to ensure that potential contribution to the improvement of educational well-being of district staff and students ~~in School District No. 46 (Sunshine Coast)~~ is addressed.

B. Whenever students (under the age of 19) are involved in proposed external research, parent/guardian permission letters are required (informed consent). Parents/guardians must be informed of the purpose of the study, type of activity the child will be involved in, the nature of any questionnaires, interviews or test and the amount of time required by the research project.

C. Teacher and/or ~~administrator~~ principal permission letters which provide informed consent are required for all external research studies which involve teachers and/or administrators.

~~D. required for all external research studies which involve teachers and/or administrators.~~

~~E.D.~~ The anonymity of students and teachers who cooperate in research studies must be maintained.

~~F.E. Tape Audio~~ recordings, pictures, ~~films, or videotape~~ video recordings of student performance must have written consent from parents/guardians and teachers.

~~Studies involving class groups are generally preferable to studies of individual students. The former are less disruptive to the regular school program.~~

~~Studies that place unreasonable demands upon the time of participating students, teacher, or administrators will not be approved.~~

**Received:**

**References:**



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Title: **Research Studies in Sunshine Coast Schools**  
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## ADMINISTRATIVE REGULATIONS

Title: **Review of Educational Materials**  
 Category: **Education**  
 Number: **1250**

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**I. Rationale:**

The Board believes that everyone in the educational community has a right to a voice regarding the materials utilized in our schools for the education of students. This regulation outlines the process for an individual or group having a concern about a particular educational material in a school.

**II. School Level Challenges**

The following procedures shall be followed when a teacher, teacher-librarian or principal receives a challenge to an item in a school or classroom collection.

- A. The school principal shall be notified and shall coordinate the school response.
- B. The complainant shall be provided with a copy of the form entitled "Inquiry into Suitability of a Learning Resource" and asked to file his/her objection in writing. A copy of the completed form will be provided to the Superintendent's office.
- C. A school-based committee consisting of the principal, the teacher-librarian, a member of the Parents Advisory Council (P.A.C.) and, if applicable, a teacher who has used the resource in a classroom, will meet with the complainant to review his/her challenge as outlined on the completed form. The school-based committee will complete its work within one (1) month of receipt of the written objection.
- D. Minutes will be kept of this meeting and a copy provided for the Superintendent's office.

**III. District Level Challenges**

The following procedures shall be followed when the Superintendent receives a challenge that has not been resolved at the school level.

- A. The complainant will outline the nature of the concern and provide an indication to the Superintendent that there is significant public objection to the material.
- B. If the Superintendent believes that the applicant has provided sufficient evidence of significant public objection to the material, the superintendent will appoint an ad hoc district media review committee to hear the complaint and to make a recommendation to the Superintendent.



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Title: **Review of Educational Materials**  
 Category: **Education**  
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- C. This committee will consist of:
1. A parent selected by the P.A.C. of a school other than that involved in the dispute;
  2. A school principal or vice-principal other than that of the school involved in the dispute;
  3. A teacher-librarian of a school other than that involved in the dispute;
  4. A teacher of the grade level at which the resource is used, if applicable, and if that teacher is from a school other than that involved in the dispute;
  5. At the discretion of the Superintendent, a student of a school other than that involved in the dispute selected by the District Student Leadership Team.
- D. The committee will select its own chairperson who will be responsible for presenting the final report to the Superintendent's office.
- E. At the earliest opportunity, the media review committee will:
1. Examine the materials referred to it;
  2. Read the written complaint and the minutes of the school-based meeting(s);
  3. Check the general acceptance of the materials by reading reviews if any are available;
  4. Judge the material in its entirety and not on a passage out of context;
  5. Invite the complainant to attend a meeting to elaborate on his/her views;
  6. Invite the person(s) responsible for the selection to attend a meeting to present his/her views;
  7. Determine if the material conforms with the expectations in Administrative Regulation 1270 - Selection of Learning Resources;
  8. Review written briefs and/or, at the discretion of the committee, invite others to present their views on the material being challenged;
  9. Prepare a report with a recommendation for the Superintendent.
- F. While the media review committee is considering the challenged material, the material will remain in the school.
- G. The media review committee will report to the Superintendent within two (2) months of the notification to the Superintendent's office in 2(a).





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H. The timelines in these regulations may be extended by permission of the Superintendent.

I. The media review committee will present its findings and recommendations to the complainant and the school prior to reporting to the Superintendent who will decide.

J. The complainant may appeal the Superintendent's decision to the Board of School Trustees which will make the final decision.

**Received:**

**References:** Board Policy 11.3, 11.4, 11.5, 11.20



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 Category: **Education**  
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**I. Rationale:**

~~1.~~ The Board believes that everyone in the educational community has a right to a voice regarding the materials utilized in our schools for the education of students. Regulation 1250 This regulation outlines the process for an individual or group having a concern about a particular educational material in a school.

**II. School Level Challenges**

The following procedures shall be followed when a teacher, teacher-librarian or principal receives a challenge to an item in a school or classroom collection.

A. ~~The school principal shall be notified and shall coordinate the school response. Whoever receives a complaint shall notify the school principal, who will coordinate the response at the school level.~~

B. The complainant ~~will~~ shall be provided with a copy of the form entitled “Inquiry into Suitability of a Learning Resource” and asked to file his/her objection in writing. A copy of the completed form will be provided to the Superintendent’s office.

C. A school-based committee consisting of the principal, the teacher-librarian, a member of the ~~P.A.C.~~ Parents Advisory Council (P.A.C.) and, if applicable, a teacher who has used the resource in a classroom, will meet with the complainant to review his/her challenge as outlined on the completed form. The school-based committee will complete its work within one (1) month of receipt of the written objection.

D. Minutes will be kept of this meeting and a copy provided for the Superintendent’s office.

**III. District Level Challenges**

The following procedures shall be followed when the Superintendent receives a challenge that has not been resolved at the school level.

A. The complainant will outline the nature of the concern and provide an indication to the Superintendent that there is significant public objection to the material.

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Title: **Review of Educational Materials**  
 Category: **Education**  
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B. If the Superintendent believes that the applicant has provided sufficient evidence of significant public objection to the material, ~~he/she~~[the superintendent](#) will appoint an ad hoc district media review committee to hear the complaint and to make a recommendation to the Superintendent.

C. This committee will consist of:

1. A parent selected by the P.A.C. of a school other than that involved in the dispute;
2. A school principal or vice-principal other than that of the school involved in the dispute ~~selected by the Sunshine Coast Administrators' Association~~;
3. A teacher-librarian of a school other than that involved in the dispute ~~selected by the Sunshine Coast Teacher-Librarians' Association~~;
4. A teacher of the grade level at which the resource is used, if applicable, and if that teacher is from a school other than that involved in the dispute;
5. At the discretion of the Superintendent, a student of a school other than that involved in the dispute selected by the ~~Student Council~~[District Student Leadership Team](#).

D. The committee will select its own chairperson who will be responsible for presenting the final report to the Superintendent's office.

E. At the earliest opportunity, the media review committee will:

1. ~~And/or examine~~[Examine](#) the materials referred to it;
2. Read the written complaint and the minutes of the school-based meeting(s);
3. Check the general acceptance of the materials by reading reviews if any are available;
4. Judge the material in its entirety and not on a passage out of context;
- ~~5. Meet to discuss the material;~~
- ~~6-5.~~ Invite the complainant to attend a meeting to elaborate on his/her views;
- ~~7-6.~~ Invite the person(s) responsible for the selection to attend a meeting to present his/her views;
- ~~8-7.~~ Determine if the material conforms with the expectations in Administrative ~~Regulations No-Regulation 2750-1270~~ - Selection of Learning Resources;



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~~9.8.~~ Review written briefs and/or, at the discretion of the committee, invite others to present their views on the material being challenged;

~~10.9.~~ Prepare a report with a recommendation for the ~~Board of School Trustees-Superintendent.~~

F. While the media review committee is considering the challenged material, the material will remain in the school.

G. The media review committee will report to the Superintendent within two (2) months of the notification to the Superintendent's office in 2(a).

H. The timelines in these regulations may be extended by permission of the Superintendent.

I. The media review committee will present its findings and recommendations to the complainant and the school prior to reporting to the Superintendent who will ~~make a decision~~decide.

J. The complainant may appeal the Superintendent's decision to the Board of School Trustees ~~that~~which will make the final decision.

***FORM ATTACHED:***

~~*Inquiry into Suitability of a Learning Resource*~~

**Received:**

**References:** Board Policy ~~4.2.5, 4.2.7~~11.3, 11.4, 11.5, 11.20



Title:       **Selection of Learning Resources**  
Category:   **Education**  
Number:     **1270**

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**I. Rationale:**

There is a wide range of potential materials available to our educational staff. In order to ensure an excellent educational experience for our students, teachers and principals shall select learning materials based on the guidelines below.

**II. Objectives of Selection**

A. “Learning Resources” is a term, which can refer to any person(s) or any material (whether acquired or locally produced), with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include textbooks, other books, supplementary reading and informational materials, charts, community resource people, agencies and organizations, dioramas, filmstrips, flash cards, games, globes, kits, machine-readable data files, maps, microfilms, models, motion pictures, periodicals, pictures, regalia, slides, sound recordings, transparencies, video recordings and all online resources.

B. The primary objective of learning resources is to support, enrich and help to implement the educational programs of the school. It is the duty of professional staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal and the presentation of different points of view.

C. It is the responsibility of professional staff:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served;
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
3. To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and to make informed judgments in their daily lives;
4. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community;

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5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

### III. **Criteria for Selection of Learning Resources**

#### A. Learning resources shall:

1. support and be consistent with the general educational goals of the province and district and the aims and objectives of individual schools and teachers.
2. meet high standards of quality in factual content and presentation.
3. be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.
4. have aesthetic, literary and/or social values.
5. have a physical format and appearance that is suitable for their intended use.
6. be developed by competent authors and producers.
7. be chosen to foster respect for and an understanding of the contributions made to our civilization by minority and ethnic groups.
8. not reflect negative stereotypes unless to demonstrate the issue itself.
9. shall provide a stimulus for creativity.
10. be designed to motivate students and staff to examine their own attitudes and behaviours and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in our society.
11. represent differing points of view on controversial subjects with the goal of providing a balanced collection or argument.
12. clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

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13. be placed on the selection of Canadian learning resources (i.e. book and non-book learning materials by or about a Canadian person, about a region or event, and/or published or produced in Canada).

**IV. Procedures for Selection of Learning Resources**

- A. Professional staff shall evaluate the existing collection, assess curricular and recreational needs, and use reputable professionally-prepared selection tools and other appropriate sources.
- B. Principals, teachers, students, district personnel and community persons shall be involved as appropriate.
- C. In the case of learning material dealing with sensitive and controversial matters, staff shall exercise good professional judgment.
- D. Gifts shall be judged by the same criteria outlined for the selection of regular resources and will be accepted or rejected on that basis.
- E. Materials that are no longer appropriate or accurate shall be discarded.
- F. Locally developed texts shall be presented to the Superintendent for approval.
- G. Objections to the use of a particular text or other learning resource shall be handled in accordance with the Regulation 1250 - Review of Educational Materials.

**Received:**

**References:**



Title: **Selection of Learning Resources**  
 Category: **Education**  
 Number: **1270**

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**I. Rationale:**

**I.** There is a wide range of potential materials available to our educational staff. In order to ensure an excellent educational experience for our students, teachers and principals shall select learning materials based on the guidelines below.

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A. “Learning Resources” is a term, which can refer to any person(s) or any material (whether acquired or locally produced), with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include textbooks, other books, supplementary reading and informational materials, charts, community resources people, agencies and organizations, dioramas, filmstrips, flash cards, games, globes, kits, machine-readable data files, maps, microfilms, models, motion pictures, periodicals, pictures, regalia, slides, sound recordings, transparencies, ~~and~~ video recordings and all online resources.

B. The primary objective of learning resources is to support, enrich and help to implement the educational programs of the school. It is the duty of professional staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal and the presentation of different points of view.

C. It is the responsibility of professional staff:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served;
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
3. To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and to make informed judgments in their daily lives;
4. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community;



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5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

**III. Criteria for Selection of Learning Resources**



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A. Learning resources shall:

~~B.1.~~ -support and be consistent with the general educational goals of the province and district and the aims and objectives of individual schools and specific courses/teachers.

~~C.~~ Learning resources shall meet high standards of quality in factual content and presentation.

~~2.~~ Learning resources shall

~~D.~~ be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.

~~E.3.~~ Learning resources shall ~~have aesthetic, literary and/or social values.~~

4. have aesthetic, literary and/or social values.

~~F.5.~~ Learning resources shall have a physical format and appearance that is suitable for their intended use.

~~G.6.~~ Learning resources shall be developed by competent authors and producers.

~~H.7.~~ Learning resources shall be chosen to foster respect for and an understanding of the contributions made to our civilization by minority and ethnic groups.

~~I.8.~~ Learning resources shall ~~avoid not reflect~~ reflecting negative stereotypes unless to demonstrate the issue itself.

~~J.9.~~ Learning resources shall provide a stimulus for creativity.

~~K.10.~~ Learning resources shall be designed to motivate students and staff to examine their own attitudes and behaviours and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in our society.

~~L.11.~~ Learning resources shall represent differing points of view on controversial subjects with the goal of providing a balanced collection or argument.

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~~M.12. Learning resources shall~~ clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

~~N.13. Emphasis shall~~ be placed on the selection of Canadian learning resources (i.e. book and non-book learning materials by or about a Canadian person, about a region or event, and/or published or produced in Canada).

#### IV. Procedures for Selection of Learning Resources

~~B.A.~~ Professional staff shall evaluate the existing collection, assess curricular and recreational needs, and use reputable professionally-prepared selection tools and other appropriate sources.

~~C.B. Administrators~~Principals, teachers, students, district personnel and community persons shall be involved as appropriate.

~~D.C.~~ In the case of learning material dealing with sensitive and controversial matters, staff shall exercise good professional judgment.

~~E.D.~~ Gifts shall be judged by the same criteria outlined for the selection of regular resources and will be accepted or rejected on that basis.

~~F.E.~~ Materials that are no longer appropriate or accurate shall be discarded.

~~G.F.~~ Locally developed texts shall be presented to the Superintendent for ~~Board~~ approval.

~~H.G.~~ Objections to the use of a particular text or other learning resource shall be handled in accordance with the ~~R~~regulations on Challenged Materials 1250 - Review of Educational M~~A~~aterials.

**Received:**

**References:**

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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. For convenience, school districts may choose to store permanent student records in the Student File. 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)

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After a student has withdrawn or graduated from the education system, records contained in a Student File shall be retained according to school district policy. **TBD**

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.

Data for Permanent Student Record Form 1704 may be stored in electronic and/or paper format.

If Permanent Student Record Form 1704 data are stored in electronic format:

- the electronic format must be Ministry certified.
- the school must be capable of recreating the data in case of a system failure.
- printouts must represent the fields in the same order as on the form.
- printouts should read as one of the following:  
 \*\*Copy Only---Master resident at school\*\*,  
 \*\*Obsolete Copy---Record Transferred\*\*, or  
 \*\*Master Copy---Do Not Destroy\*\*.
- printouts should clearly display the date and time of production, and the school and system from which they have been produced.
- the form must be printed and stored when the student leaves the British Columbia school system.

#### 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:

- You may use a removable sticker or pencil check for paper format.
- 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

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- 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:

- You may use a removable sticker or pencil check for paper format.
- 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

- **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,

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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"

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## 5. Student Record Inclusions

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 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.

## 6. Achievement/Attendance Record

Achievement and attendance can be entered:

- manually by handwriting, typewriting, or computer generated strips.
- electronically.

Indicate any course(s) completed by an IEP.

### a) *For grades K-3*



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- Enter description of performance scale, if applicable given the current Reporting Order, with reference to learning outcomes set out in the curriculum.
- Enter days absent in each school year.
- Use the extra lines if a student has been retained.

**b) For grades 4-7**

- Enter a final letter grade, , if applicable given the current Reporting Order, for every course taken in a school year.
- Enter days absent in each school year.

**c) For grades 8-10**

- Enter a final letter grade for every course. Enter the full name of the course or use the official Ministry course code.
- Enter the percent for each Grade 10 course required for graduation
- Enter days absent in each school year.

**d) For grades 11-12**

- For each course, enter the final letter grade, per cent, and credit value. Enter the full name of the course or use the official Ministry course code.
- Enter days absent.
- Check box if graduation requirements are met, and indicate the year completed.

**III. Definition of Permanent Student Record:**

A. "Permanent Student Record" means a record that includes the following:

Form 1704, completed in accordance with the Ministry of Education "Permanent Student Record Completion Instructions," which are effective at the time of completion.

B. the student progress reports for the two most recent years, or a copy of the Transcript of Grades, issued by the Ministry of Education,

C. where letter grades are not set out in a student progress report for a student in grades K through 7, a written record of the students progress shall be included as per the current Ministry Reporting Order.

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#### **IV. 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.
- 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.

#### **V. 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

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the Permanent Student Record cards.

C.     The secondary schools are to ensure that Passports to Education are to be forwarded to graduating students three months after graduation.

D.     Graduation diplomas are to be given out to students as soon as they arrive, usually with the Passports to Education.

#### **VI. 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 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.

#### **VII. 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,

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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 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.



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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.

#### **VIII. 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.

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 storage, and the rest of the file destroyed. (This regulation does not apply to student PR cards. See Regulation B.5.)

C.       If the student file contains an IEP, the most recent IEP will be retained until the student has his/her twenty-fifth (25<sup>th</sup>) birthday. If the student file contains a

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psychological educational assessment, the report will be retained until the student has his/her twenty-fifth (25<sup>th</sup>) birthday.

**Received:**

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



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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, but and in a manner which maintains also so as to maintain 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. For convenience, school districts may choose to store permanent student records in the Student File. 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)

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After a student has withdrawn or graduated from the education system, records contained in a Student File shall be retained according to school district policy. TBD

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.

Data for Permanent Student Record Form 1704 may be stored in electronic and/or paper format.

If Permanent Student Record Form 1704 data are stored in electronic format:

- the electronic format must be Ministry certified.
- the school must be capable of recreating the data in case of a system failure.
- printouts must represent the fields in the same order as on the form.
- printouts should read as one of the following:  
\*\*Copy Only---Master resident at school\*\*,  
\*\*Obsolete Copy---Record Transferred\*\*, or  
\*\*Master Copy---Do Not Destroy\*\*.
- printouts should clearly display the date and time of production, and the school and system from which they have been produced.
- the form must be printed and stored when the student leaves the British Columbia school system.

#### 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:

- You may use a removable sticker or pencil check for paper format.
- 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



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- 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:

- You may use a removable sticker or pencil check for paper format.
- 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

### • 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,



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etc.).

o Complete only the sections that are different.

• **P.E.N.**

o Enter the nine digit Personal Education Number assigned to the student by the Ministry of Education.

• **Gender**

o Check the appropriate box.

• **Birthdate**

o Enter the year, month, and date of birth (e.g., 1989 08 24).

• **Birth country**

o Enter the country of birth.

• **Initial Entry from**

o 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**

o 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**

o Enter the eight digit school code

• **District Name**

o Enter the district name (e.g., Greater Victoria)

• **Name of School**

o Enter the name of the school in full (e.g., Cedar Grove Elem.).

• **Grade/Entry Date**

o Enter the grade and date when the student first enrolled at this school

• **Exit Date/Grade**

o Enter the grade and date when the student withdrew from the school

• **Reason for exit**

o Enter; "transferred", "withdrew", "graduated", or "deceased"

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### 5. Student Record Inclusions

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 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.

### 6. Achievement/Attendance Record

Achievement and attendance can be entered:

- manually by handwriting, typewriting, or computer generated strips.
- electronically.

Indicate any course(s) completed by an IEP.

#### a) For grades K-3

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- Enter description of performance scale, if applicable given the current Reporting Order, with reference to learning outcomes set out in the curriculum.
- Enter days absent in each school year.
- Use the extra lines if a student has been retained.

**b) For grades 4-7**

- Enter a final letter grade, , if applicable given the current Reporting Order, for every course taken in a school year.
- Enter days absent in each school year.

**c) For grades 8-10**

- Enter a final letter grade for every course. Enter the full name of the course or use the official Ministry course code.
- Enter the percent for each Grade 10 course required for graduation
- Enter days absent in each school year.

**d) For grades 11-12**

- For each course, enter the final letter grade, per cent, and credit value. Enter the full name of the course or use the official Ministry course code.
- Enter days absent.
- Check box if graduation requirements are met, and indicate the year completed.

**II.III. Definition of Permanent Student Record:**

A.     “Permanent Student Record” means a record that includes the following:

Form 1704, completed in accordance with the Ministry of Education “Permanent Student Record Completion Instructions,” which are effective at the time of completion.

B.     the student progress reports for the two most recent years, or a copy of the Transcript of Grades, issued by the Ministry of Education,

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C. where letter grades are not set out in a student progress report for a student in grades K through 4, 5, 6 or 7, a written record of those letter grades the students progress shall be included as per the current Ministry Reporting Order.

#### **III.IV. 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.

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.

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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.V. 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. The secondary schools are to ensure that Passports to Education are to be forwarded to graduating students three months after graduation.

D. Graduation diplomas are to be given out to students as soon as they arrive, usually with the Passports to Education.

#### **V.VI. 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.

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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 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.VII. 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

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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. All authorized professional staff working for the benefit of a student shall have access to that student's file at all times.~~

~~F.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.

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

## ~~VII.~~ **Access**

~~A.G.~~ Copies of report cards, academic transcripts, and statements of standing, once prepared, shall be provided upon request to the legal parent/guardian and/or student or legal representative of the student.

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**B.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.

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

**D.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.

**E.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.

**F.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.

### **VIII. 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

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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.

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 storage, and the rest of the file destroyed. (This regulation does not apply to student PR cards. See Regulation B.5.)

C. If the student file contains an IEP, the most recent IEP will be retained until the student has his/her twenty-fifth (25<sup>th</sup>) birthday. If the student file contains a psychological educational assessment, the report will be retained until the student has his/her twenty-fifth (25<sup>th</sup>) birthday.

**Received:**

**References:** Permanent Student Record Order 082/09, [Board Policies 4.3.3, 4.6.4, School Act 79 \(3\) 168 \(2\) \(t\) & \(k\)](#)

