



SD42 POLICY 9705

STUDENT RECORDS

PHILOSOPHY

The Board of Education is required to establish and maintain a student record for each student registered with the Board's schools in accordance with the requirements of the [School Act](#), the [Freedom of Information and Protection of Privacy Act](#) (FIPPA), and other applicable legislation.

The Board recognizes the importance of privacy and confidentiality in relation to student records and has reasonable security measures in place to ensure they are appropriately accessed, used and disclosed, and securely maintained.

AUTHORITY

The Board assigns the responsibility for the implementation of this policy to the Superintendent of Schools and authorizes them to establish procedures that will guide the implementation of this policy.

GUIDING PRINCIPLES

1. Student records contain sensitive personal information and must be managed in compliance with the School Act (s. 79), FIPPA, and other applicable legislation.
2. Access to student records by students, parents/guardians, and authorized service providers will occur in compliance with the School Act (s. 9), the FIPPA, other applicable laws and in accordance with the administrative procedures to this Policy.
3. Student records must be transferred, retained, and disposed of in accordance with legislative requirements and ministerial orders.

References:

- School Act, R.S.B.C. c. 412: ss. 1, 9, 79, 79.1, 168, 170
- Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. ss. 4, 26, 30
- Permanent Student Record Order, M082/09

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