



## **SD 42 POLICY: 9705**

### **STUDENT RECORDS**

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#### **PHILOSOPHY:**

The Board of Education is required to establish and maintain a student record for each student registered with the Board's schools. Student records are established and maintained in accordance with the requirements of the *School Act* and the *Freedom of Information and Protection of Privacy Act*.

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 the Student Records policy to the Superintendent of Schools and authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy.

#### **GUIDING PRINCIPLES:**

Student records contain sensitive personal information of students, and are maintained in confidence and used and disclosed in accordance with the *School Act* (s. 79) and the *Freedom of Information and Protection of Privacy Act*.

Student records shall be made accessible to parents, guardians, students and former students as required under the *School Act* (s. 9), the *Freedom of Information and Protection of Privacy Act*, other applicable laws and in accordance with the procedures to this Policy.

A person providing health services, social services, or other support services shall be granted access to any information in a student's records which may be required to carry out that service in accordance with the requirements of the *School Act* (s. 79).

When a student is registered with a school in another school district, an independent school or a school operated by a francophone authority, the Board will permit access to information in the student record to the other school district or school in accordance with Section 79.1 of the *School Act*.

When a student transfers to another board or independent school or other educational institution outside the Province, the Board must transfer required student records in accordance with the requirements of the *School Act* and the *Permanent Student Record Order*.

Student records shall be managed and retained in accordance with applicable legislation, ministerial orders and Ministry of Education guidance.

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.

**APPROVED:**

DRAFT