



SD 42 POLICY: 9705

STUDENT RECORDS

PHILOSOPHY:

The Board of Education shall 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.

The Board of Education is the custodian of all student records. The 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.

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:

The confidentiality of student records is to be maintained at all times; however, subject to administrative procedures associated with this policy, all student records kept by the Board 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.

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 his or her duties.

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 institutions only in accordance with Section 79.1 of the School Act.

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

APPROVED: January 24, 2018