

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: STUDENT RECORDS

<i>PROCEDURE CODE:</i>	<i>624 AP 001</i>
Policy Reference: 624 – Student Records	

PROCEDURE

1. Content of Student Records

In accordance with the Student Record Regulations, the contents of a Student Record are as follows:

- 1.1. A Student Record shall contain all information affecting the decisions made about the education of a student regardless of the manner in which it is maintained or stored including:
 - 1.1.1. the student's name as registered under the Vital Statistics Act, or if the student was born in a jurisdiction outside Alberta, the student's name as registered in that jurisdiction, and any other surnames by which the student is known. A copy of the information used to verify the student's legal identity shall be placed in the Student Record. A school may accept a copy of the student's birth certificate, if the student was born in Canada, or another official document acceptable to the Board, if the student was born outside Canada;
 - 1.1.2. the student identification number assigned to the student by the Minister of Education and any student identification number assigned to the student by Medicine Hat Public School Division (MHPSD);
 - 1.1.3. the name of the student's parent/guardian;
 - 1.1.4. a copy of any separation agreement or court order defining access to a student and the student's information;
 - 1.1.5. the birth date of the student;
 - 1.1.6. the sex of the student;
 - 1.1.7. the addresses and telephone numbers of the student and of the student's parent/guardian;

- 1.1.8. the Board of which the student is a resident student;
- 1.1.9. a copy of the citizenship papers of the student and, if the student is not a Canadian citizen, the type of visa or other document pursuant to which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document;
- 1.1.10. the names of all schools attended by the student in Alberta and the dates of enrolment, if known;
- 1.1.11. an annual summary or a summary at the end of each semester of the student's achievement or progress in the courses and programs in which the student is enrolled;
- 1.1.12. the results obtained by the student on any diagnostic test, achievement test and diploma examination conducted by or on behalf of the Province, and standardized test under any testing program administered by the Board to all or a large portion of the students or to a specific grade level of students;
- 1.1.13. either:
 - 1.1.13.1. formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by a Board, a summary of the results of the assessment or evaluation, the date of the assessment or evaluation and the name of the person who administered the assessment or evaluation, or
 - 1.1.13.2. any interpretive report relating to the student and any action taken as program planning as a result of the assessment, evaluation or interpretive report.
- 1.1.14. any assessment or evaluation or any interpretive report relating to the student that the parent/guardian of the student or the student wishes to be placed on the Student Record;
- 1.1.15. any health information that the parent/guardian of the student or the student wishes to be placed on the Student Record, ie) diagnoses of medical conditions;
- 1.1.16. an annual summary of the student's school attendance;
- 1.1.17. information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the Education Act, which must be retained on the Student Record;
 - 1.1.17.1. for a minimum period of one year following the date of the suspension or expulsion, and
 - 1.1.17.2. a maximum period of three years following the date of the suspension or expulsion after which the information must be removed from the student's record



- 1.1.18. if the parent/guardian of the student is eligible to have the student taught in the French language pursuant to Section 23 of the Canadian Charter of Rights and Freedoms, a notation to indicate that and a notation to indicate whether the parent/guardian wishes to exercise that right.
- 1.1.19. if an individualized program plan is specifically devised for a student, the current plan and any amendments to the plan must be placed on the Student Record of that student in addition to summaries of all the previous school years' individualized program plans.
- 1.2. The principal shall ensure that the contents of a Student Record are updated annually.
- 1.3. A Student record must NOT include:
 - 1.3.1. notes and observations prepared by and for the exclusive use of a teacher, educational assistant, counsellor or principal, and that are not used in program placement decisions,
 - 1.3.2. a report or an investigation record relating to the student under the Child, Youth and Family Enhancement Act,
 - 1.3.3. personal counselling records of a sensitive personal nature which may be injurious to the student unless the Board determines that the information must be placed on the record because it is either in the public interest or necessary for the safety of staff and other students,
 - 1.3.4. any information that identifies a student as a young person as defined in the Youth Justice Act or the Youth Criminal Justice Act (Canada) and all information relating to that student in that capacity,
 - 1.3.5. a test instrument or any part of it.
- 2. Retention of Records
 - 2.1. Refer to the current Alberta Education Regulation for Student Records.
 - 2.2. The Student records shall be placed into storage at the school when the student leaves the Division and does not transfer to another school. Prior to these records being archived/stored, the principal and/or designate will review, sort, and update these records.
 - 2.3. The principal or designate will ensure that these records are filed alphabetically on an annual basis and labelled appropriately.
 - 2.4. The principal or designate will ensure that following the expiration dates for records, all unnecessary documents are destroyed.
 - 2.5. Schools may include data generated electronically in the student record.
- 3. Access to Records
 - 3.1. Refer to the current Alberta Education Regulation for Student Records.
 - 3.2. The principal or designate will establish procedures within the school to ensure that information contained in student records is transferred in accordance with the regulation.



REFERENCES

Alberta Education – Education Act

Alberta Education Regulation for Student Records

Canadian Charter of Rights and Freedoms

Child, Youth and Family Enhancement Act

Vital Statistics Act

Youth Justice Act or the Youth Criminal Justice Act

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Revised: _____

