

*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

# **POLICY 624: STUDENT RECORDS**

### BACKGROUND

A Student Record is a record that is maintained for each student in the school in which that student is enrolled. The record contains all information affecting the decisions made about the education of the student as required in the current Alberta Education Regulation for Student Records.

### POLICY

The Board directs complete, accurate and appropriate records necessary for documenting the education, program placement, attendance and historical claims of the student be maintained and stored in accordance with Alberta Education and other Alberta government regulations.

### GUIDELINES

1. All information in the Student Record may be disclosed only in accordance with the Education Act, the Student Record Regulation, the Access to Information Act and the Protection of Privacy Act.

### ADMINISTRATIVE PROCEDURES

[624 AP 001 – Student Records](#)

[624 AP 002 – Access to Student Records](#)

[624 AP 003 – Documentation](#)

### REFERENCES

[Policy 412 – Managing Division Information, Access and Privacy](#)

Alberta Education – Education Act

Student Record Regulation

Protection of Privacy Act and Access to Information Act

Alberta Education Regulation for Student Records

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