

## **STUDENT RECORDS**

### **Background**

The District believes in maintaining the confidentiality of student records and sharing the information on a student's record only when such information is used to inform parents or to improve the support services to that student.

A student record is a record of information in written or electronic form pertaining to

- A student in attendance at a school, or
- A student registered as a home school student under section 13 of the *School Act*,

But does not include a record prepared by a person if that person is the only person who will have access to the record.

### **Procedures**

#### **1. Students of School Age**

##### **1.1. Access by Student or Student's Parents**

- 1.1.1. A student and the parents of a student of school age are entitled to examine all student records kept by the District pertaining to that student, while accompanied by the Principal or a person designated by the Principal to interpret the records.

##### **1.2. Access by Non-Custodial Parents**

- 1.2.1. Access to student records, report cards, parent interviews, and other documents pertaining to a student of school age shall be provided to a non-custodial parent if the custodial parent does not provide a written objection.
- 1.2.2. Where a non-custodial parent has access under a Divorce Act Order, that parent is entitled to receive information from the student record which is normally sent home with the student, such as the student's report card; however, such a non-custodial parent is not entitled to examine those parts of the student record not normally sent home unless that parent has joint guardianship of the child.
- 1.2.3. If a non-custodial parent has access under a separation agreement, Family Relations Act, that parent will not be given information from or access to the student record unless there is a specific court order granting the non-custodial parent such right.

##### **1.3. Access by Others**

###### **1.3.1. Parental Permission Required**

Written parental permission is required for release of student records to persons other than a student of school age or the student's parents.

#### 1.3.2. Support Service Agencies

1.3.2.1. Information from a student's records may be released without written parental approval to a person or agency providing health services, social services, or other support services to the student when, in the opinion of the Principal or Superintendent, the information being provided is required for the provision of those services. Under normal circumstances written parental permission is required.

1.3.2.2. The Principal or Superintendent shall advise the person receiving information under clause 1.3.2.1 that, subject to any other statutory or other legal authority or requirement that authorizes or requires disclosure, any person who receives such information from a student record shall not disclose that information to any other person except for the purposes of delivering or planning the delivery of the services referred to in clause 1.3.2.1.

1.3.3. The District's insurer has right of access to student records in accordance with the School Act and Ministerial Order.

### 2. Students 19 Years and Older

#### 2.1. Access by Parents

After the end of the school year in which a student attains the age of 19 years, the parents of that student require written approval from the student in order to have the right to examine the student's records.

### 3. Requests for Records – Former Students

3.1. Requests for information from student records by or on behalf of former students must be in writing and signed by the student if 19 years of age or by the parent if the student is of school age, or accompanied by a properly signed release.

### 4. Fees

The fee for providing copies of Permanent Record Cards and transcripts of grades for former students will be set and reviewed periodically by the Management Committee.

4.1. Certified copies of a transcript of grades or permanent record card provided to an individual for the purpose of continuing their education or to an educational institution submitting a release signed by a student will be charged as follows:

4.1.1. First 2 certified documents No charge

4.1.2. Each subsequent certified document \$5.00

4.1.3. No Taxes Direct Cost

4.2. Certified copies of any student record provided to an individual or agent, such as a lawyer or medical professional, acting on behalf of a student will be charged as follows:

4.2.1. Administrative Time \$20.00 Flat Rate

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| 4.2.2. First certifying signature           | \$20.00 |
| 4.2.3. Each subsequent certifying signature | \$10.00 |
| 4.2.4. Plus HST                             | 12%     |
- 4.3. In accordance with the Freedom of Information and Protection of Privacy Act, non-certified photocopies of student records will be: No Charge.
- 4.4. Fees collected for providing student records will be remitted periodically to the Secretary Treasurer.

5. Storage of Records

- 5.1. Student records are considered confidential and shall be stored in a secure area for seventy (70) years after a student would normally be expected to graduate.
- 5.2. Records for students who left the District while in elementary or junior school will be stored at the District Office.
- 5.3. Records for students who graduated or who left the District while in secondary school will be stored at the school they last attended.

Reference: Sections 7, 9, 13, 17, 20, 22, 65, 79, 85, 88 School Act  
 Freedom of Information and Protection of Privacy Act  
 Divorce Act  
 Family Relations Act  
 Interpretation Act  
 Permanent Student Record Order M082/09  
 School Records Disclosure Order M14/91  
 BC Ministry of Education – Permanent Student Record Instruction

Adopted: October 18, 1994  
 Revised: May 31, 2010; May XX, 2019