



Policy 8.02
Category: Students

Student Records

BACKGROUND

"A board shall establish and maintain pursuant to the regulations a student record for each student enrolled in its schools."

School Act

" must contain all information affecting the decisions made about the education of the student that is collected or maintained by a board, regardless of the manner in which it is maintained or stored...".

Student Record Regulation

The *School Act* requires the CAPE Charter Board to establish and maintain student records for each student enrolled in its schools and make these available to specified individuals. The student record consists of all information collected or maintained by the school that affects the decisions about the education of the student. All information in the student record is confidential. The legislation relative to the *Freedom of Information and Protection of Privacy (FOIP)* will be respected and adhered to at all times. Records of information, other than academic, will be maintained in a separate portion of the student file.

POLICY STATEMENT

1. The CAPE Charter Board shall maintain a record for each student, containing such information as is directly useful in facilitating the student's education. These records are subject to the Freedom of Information and Protection of Privacy (FOIP) Act.

DEFINITIONS

2. **Student** - any individual who is younger than 6 years of age who is enrolled in CAPE's Kindergarten program and any individual enrolled in CAPE's grade 1 through 9 program.
3. **Student record** - all information collected or maintained by the CAPE school that affects the decisions about the education of the student.

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GUIDELINES

4. Records will be maintained for each student enrolled in the school and shall meet the requirements of the *Student Record Regulation* or as amended from time to time.
5. Access to Student Records shall adhere to the *School Act, Section 23(2)-(6)* at all times.
6. When a student or parent or guardian or any other person who has access to the student under a separation agreement or an order of a court requests an opportunity to review a test, test result or an evaluation given by a person who has a recognized expertise or training with respect to the test or evaluation, the CAPE Charter Board shall ensure that a person who is competent to explain and interpret the test, test result or evaluation is available to explain and interpret it.
7. If, on examining a student record, a person is of the opinion that the student record contains inaccurate or incomplete information, that person may request that the CAPE Charter Board review the student record and, if need be, rectify the matter.
 - 7.1 The Superintendent must ensure that the student record is promptly and appropriately rectified.
 - 7.2 If the complainant is not satisfied with the action taken, the decision may be reviewed by the Minister.
8. Student records are the property of the school and neither the original records nor a photocopy of the records are not to be given to the student, parent or guardian.
9. The school must retain inactive student records for a seven-year period in permanent secure record storage.
10. Student records that are no longer required to be kept must be disposed of or destroyed in accordance with *Student Record Regulation 225/2006*
11. If a student transfers to another school in Alberta, that student's record will be transferred to the receiving school on receipt of a written request.
12. If a student transfers to a school outside of Alberta, CAPE Charter Board shall send a copy of the student record to that school upon receipt of a written request.
13. Principal is responsible for ensuring that accurate, complete records are kept for each student and that these records are updated regularly.
14. The CAPE Charter Board shall ensure that the contents of a student record are only disclosed in accordance with the *Student Record Regulation 225/2006*.

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References:

School Act

Guide to Education

Student Record Regulation 225/2006

Freedom of Information and Protection of Privacy Act ("FOIP Act")

Student Evaluation Regulation

Canadian Charter of Rights and Freedoms

CAPE charter

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