



Student Records

BACKGROUND

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

Education Act, Section 56

" 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 *Education 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 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.

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.
4. **Retention** - the continued possession, use, or control of something.
5. **Disposition** - transferring or relinquishing.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 8.02

Category: Students

GUIDELINES

6. All information in the student record, hard copy or electronic, is to comply with *Section 56 of the Education Act*, the *Freedom of Information and Protection of Privacy (FOIP)*, and the *Student Record Regulation*.
7. All information in the Student Record may be disclosed only in accordance with the *Education Act*, the *Student Record Regulation*, and the *Freedom of Information and Protection of Privacy Act*.
8. The Principal shall be responsible for administering this policy in regards to student and staff records.

References:

Education 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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Motion: #

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