

# Contents of a Student Record



EDMONTON CATHOLIC SCHOOLS

## Administrative Regulation 112.1

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1. The principal shall be responsible for establishing and maintaining a record for each student enrolled in the school. Personal information will be collected and used in compliance with the Freedom of Information and Protection of Privacy Act.
2. The student record must contain all information affecting the decisions made about the education of the student that is collected or maintained by the school regardless of the manner in which it is maintained or stored, including
  - a. 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;
  - b. also known as name (if applicable);
  - c. student identification number assigned by Alberta Education;
  - d. student identification number assigned by Edmonton Catholic Separate School District No. 7;
  - e. name of the student's parent;
  - f. any separation or court order giving access to the student;
  - g. birth date of the student;
  - h. gender of the student;
  - i. addresses and telephone numbers of the student and of the student's parent;
  - j. board of which the student is a resident;
  - k. whether or not the student and/or parents are Catholic;
  - l. citizenship of the student and, if the student is not a Canadian citizen, a copy of the landed immigrant certificate or visa;
  - m. names of the schools attended by the student in Alberta and the dates of enrolment, if known;
  - n. 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;
  - o. results obtained by the student on any achievement test, diploma examination, or diagnostic test, conducted by or on behalf of the province, and any special provisions under which the tests were written;
  - p. results obtained by the student on tests written as part of the district's standardized testing program;
  - q. Level C Testing reports and any action taken as program planning as a result of the assessment, evaluation or report;
  - r. any assessment or evaluation referred to in Regulation 2(q) that the parent or student wishes to be placed on the student record;
  - s. any health information that the parent of the student or the student wishes to be placed on the student record;
  - t. an annual summary of the student's school attendance;
  - u. information about any suspension or expulsion relating to the student or the student's rights pursuant to the *School Act* which must be retained on the student record
    - i. for a minimum of one year following the date of the suspension or expulsion, or
    - ii. for a maximum of three years following the date of the suspension or expulsion after which the information must be removed from the student's record.
  - v. if a parent 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*, annotation to indicate that and a notation to indicate whether the parent wishes to exercise that right, and
  - w. if the parent of the student or the student wishes to provide information that the student is of aboriginal ancestry, a notation indicating whether the student is Status Indian/First Nations, Non-Status Indian/First Nations, Metis or Inuit.



# Contents of a Student Record

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3. If an individualized program plan has been prepared for a student, the plan and any updates, and transition plans must be included in the student’s record.
4. The school may require a copy of the student’s birth certificate if the student was born in Canada or another official document if the student was born outside of Canada.
5. The school may request a copy of the child’s and/or parent’s baptism certificate.
6. Counselling notes and records created with academic and vocational objectives in mind should be placed in a student record.
7. A student record must **not** include
  - a. information contained in notes and observations prepared by and for the exclusive use of a staff member that are not used in a program placement decision;
  - b. any report or an investigation record relating to the student under the *Child, Youth and Family Enhancement Act*;
  - c. counselling records relating to the student that are or may be personal, sensitive or embarrassing to the student unless in the principal’s opinion it would be in the public’s best interest or it is necessary to ensure the safety of students and staff; or
  - d. any information that identifies a student as a young offender and all information relating to that student in that capacity;
  - e. a board may exclude from a student record a test instrument or any part of it, but where there is an appeal before the board in respect of a test, or a test result, the persons referred to in Section 23 (2) of the Act may review a test instrument as if it were part of a student record.
8. The principal shall ensure that the information referred to in student records is updated annually.

Reference: Board Governance Policy EL# 4 School Act Section 23 Alberta Education Policy 3.2.7 Alberta Regulations A.R. 71/99 Child Welfare Act	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 108, 124, 125, 127, 403	Date(s) Revised: June 12, 2002; March 15, 2005, June 29, 2007