



Administrative Regulation 112.2

1. Student records are to be kept locked at all times when there is no supervision by authorized staff. Electronic files are to be secured.
2. Staff members of the district shall have access to student records when the information contained in the records is necessary and relevant to the matter being dealt with by that person.
3. Student records must be signed out by recording the date and the name and signature of the person removing the record. Documentation shall be kept of those signing out each student record.
4. Documents may be removed or copied only with the approved of the principal. Documentation shall be kept of any such action.
5. The student; the parent(s) listed on the student's registration form, except where the student is an independent student; and a person who has access to the student under a separation agreement or an order of a court shall have access to the student record.
6. The school shall ensure that the students, the parents, and any person with access to a student are informed of their entitlement to review the student record of a student.
7. When a student record contains a test, test result, evaluation or information about a test, the parent or student accessing the student record is entitled to review the test, test result, evaluation or information about a test. The principal shall offer to have a competent person explain or interpret the test, test result, evaluation, or information about a test to the parent or student.
8. Requests for a correction of information in a student record shall be made in writing to the principal who will investigate and determine whether or not the correction is warranted. If the correction is denied, the person making the request shall be informed of the right to appeal the decision to the superintendent. A record shall be kept of all requests and responses.
9. Alberta Education shall have access to student records.
10. If a student transfers to another school in Alberta, the school from which the student transfers shall on receipt of a written request from the new school send the student record to the new school. No parental consent is necessary.
11. If a student transfers to another school outside Alberta, the school from which the student transfers shall on receipt of a written request from the new school send a *copy* of the student record to the new school. No parental consent is necessary.



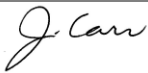
12. For the purpose of contacting parents or guardians regarding voluntary health programs offered by the regional health authority, including immunization, hearing, vision, speech and dental health programs, and for the purpose of communicable disease control, a school shall, at the written request of a medical officer of health, disclose to the medical officer
 - a. a student’s name, address, date of birth, gender and school, and
 - b. the name, address and telephone number of the student’s parent.

13. The school shall disclose information contained in a student record to the Department of Justice or its designate or to the Department of the Solicitor General and Public Security or its designate when requested by either Department or that Department’s designate for the purpose of administering the *Youth Justice Act* or the *Youth Criminal Justice Act* (Canada) or carrying out any program or policy under either Act.

14. Information in a student record may be disclosed to a third party with the written consent of the parent if the student is under 16 years of age, or the written consent of the student or the parent if the student is 16 year of age or older.

15. A school shall ensure that personal information that is not part of the student record is disclosed only in accordance with *Freedom of Information and Protection of Privacy Act*.

16. The student record shall follow the student to the receiving school in the Edmonton Catholic School District.

Reference: Board Governance Policy EL# 4 School Act Section 23 Alberta Education Policy 3.2.7 Alberta Regulations A.R. 71/99 Freedom of Information & Protection of Privacy Act	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 108, 124, 125, 127, 403	Date(s) Revised: June 13, 2000, June 12, 2002; March 15, 2005; June 29, 2007