

MANDATED STUDENT RECORDS

Background

Greater St. Albert Catholic Schools is committed to maintaining accurate and up-to-date background information on students as defined by the *Student Record Regulation*. Student-related information may be used for:

- deciding grade promotion/retention;
- determining a program assignment (i.e., an alternative program, an inclusive education program), or programming for students who have special educational needs.

The Superintendent and/or designate is authorized to create, maintain, transfer, and allow access to student school records, and further, is authorized to coordinate the storage and destruction of student records in accordance with the District's **Records** Retention Schedule unless authorized by a resolution of the Board of Trustees.

This Administrative Procedure applies to the collection, access, use, storage, retention, disclosure and disposal of all **Mandated Student Records** including those **records** stored in the District **Student Information System**. This AP applies to all Greater St. Albert Catholic School **authorized personnel**. All employees are responsible for complying with the administrative procedure.

Definitions

Other than Titles or Sub-titles, when terms appear in **bold-faced type** please refer to the definition section for improved understanding of the term.

Mandated Student Record: The official and permanent cumulative student record that contains all information affecting the decisions made about the education of the student enrolled with Greater St. Albert Catholic Schools, as defined by the Student Record Regulation.

Authorized employee: are those employees who are required to collect, access, use, store, retain, disclose or dispose of student information in the **Mandated Student Record** in the execution of their work-related duties on a need to know basis for the purposes set out in this administrative procedure under Guidelines.

Record: A record is information in any form and can include notes, images, audiovisual recordings, emails, text messages, drawings, photographs and any other information that is written, photographed, recorded or stored in any manner.

Access: is a person's ability to view or copy **records**.

Independent Student: The *School Act* defines Independent Student as a student who is (i) 18 years or age and older, or (ii) is 16 years of age or older and (a) is living independently or (b) is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

Student Information System (SIS) is a web-based or computer based system that contains day-to-day school information such as academic achievement, attendance, student services supports, student demographic, incident management and student schedules. It works as a structured and accurate information exchange environment for integrating students, parents, teachers, principals, District office staff, and Alberta Education. The current SIS used by Greater St. Albert Catholic Schools is PowerSchool but this could change from time-to-time at the discretion of the District.

Purpose

The purpose of this administrative procedure is to ensure that:

1. **Mandated Student Records** are complete and accessible.
2. The integrity and accuracy of **Mandated Student Records** is maintained.
3. All **Mandated Student Records** are securely transported where necessary and securely destroyed at the end of their retention period.

Guidelines

1. This administrative procedure applies to all **Mandated Student Records** received, generated or used in the course of normal business operations of the Board of Trustees and District departments or schools as defined by the *Student Record Regulation*.
2. School Principals are responsible for maintaining **records** in hard copy or electronic form for each pupil registered in the District.
3. The legal custodian of **Mandated Student Records** is the Superintendent and/or designate.
4. The school or location with primary responsibility for the **Mandated Student Record** is the school the student is primarily enrolled at for the majority of his/her instructional time during the school year.
 - 4.1. Principals or delegates will ensure each student enrolled in a Greater St. Albert Catholic School has a **Mandated Student Record**. This record will be obtained from the previous school or created if no **Mandated Student Record** exists.
 - 4.2. Principals are responsible for the overall management of **Mandated Student**

- Records** in accordance with the *Student Record Regulation* and the District Retention Schedule. Responsibilities include but are not limited to:
- 4.2.1. Ensuring that all student **records** are securely stored;
 - 4.2.2. Ensuring that all required documents and information are kept within the **Mandated Student Record** according to the Regulation.
 - 4.2.2.1. Ensuring that the Mandated Student Record is cleaned and organized in accordance with the district Student CUM File Clean Up Guide, Appendix B and the Mandated Student Record Subfolder Guide, Appendix C.
 - 4.2.3. Managing the transfer of the **Mandated Student Record** to other District schools or to the District Records Management Coordinator;
 - 4.2.4. Assisting Staff, students or parents/guardians in the interpretation of data;
 - 4.2.5. Providing **access** to **records** to authorized personnel and in accordance with the *Freedom of Information and Protection of Policy Act*.
- 4.3. If the student is no longer attending school with Greater St. Albert Catholic Schools, all student **records** become the responsibility of the District **Records** Management Coordinator who's responsibilities include:
- 4.3.1. Coordinating all transfers to District storage;
 - 4.3.2. Providing access to District stored student **records** (database searches);
 - 4.3.3. Coordinating annual destruction;
 - 4.3.4. Maintaining the District retention schedule and website;
 - 4.3.5. Transferring **Mandated Student Records** to other jurisdictions when the student leaves the District.
5. The Superintendent or designate shall ensure that the information referred to in this section is updated annually.
6. The District and its staff including temporary or contracted help shall treat all information on student **records** as confidential.
- 6.1. Information in the **Mandated Student Record** may only be disclosed in accordance with the *Student Record Regulation*, the *School Act* and the *Freedom of Information and Protection of Privacy Act*.
7. Parents and legal guardians (except where the student is an **independent student**) and students are entitled to review the **Mandated Student Record**.
- 7.1. **Access** to records shall be provided at the earliest opportunity as outlined below.
8. Parents, legal guardians and students may appeal the accuracy or incompleteness of student **records**.
- 8.1. Decisions to remove information from a **Mandated Student Record** shall be made in accordance with the *Student Record Regulation* and the *Freedom of Information and Protection of Privacy Act*.

Content

1. **Mandated Student Records** must contain as per *Student Record Regulation 225/06*:

All information affecting the decisions made about the education of the student that is collected or maintained by a jurisdiction, regardless of the manner in which it is maintained or stored, includes:

- 1.1. The 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;
- 1.2. The student identification number assigned to the student by the Minister of Education and any student identification number assigned to the student by a jurisdiction;
- 1.3. The name of the student's parent or legal guardian;
- 1.4. A copy of any separation agreement or court order referred to in section 23(2) (c) of the *School Act*;
- 1.5. The birth date of the student;
- 1.6. The gender of the student;
- 1.7. The addresses and telephone numbers of the student and of the student's parent;
- 1.8. The jurisdiction to which the student is a resident student;
- 1.9. The citizenship of the student and, if the student is not a Canadian citizen, the type of visa or other document pursuant to which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document;
- 1.10. The names of all schools attended by the student in Alberta and the dates of enrollment if known;
- 1.11. An 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.
- 1.12. The results obtained by the student on any:
 - 1.12.1. Diagnostic test, achievement test and diploma examination conducted by or on behalf of the province; and
 - 1.12.2. Standardized tests under any testing program administered by the jurisdiction to all or a large portion of the students or to a specific grade level of students.
- 1.13. The results of any application under the *Student Evaluation Regulation (AR 177/2003)* for special provisions or directives.
- 1.14. In relation to any formal intellectual, behavioral or emotional assessment or evaluation administered individually to the student by the jurisdiction,
 - 1.14.1. The name of the assessment;
 - 1.14.2. A summary of the results of the assessment or evaluation;

- 1.14.3. The date of the assessment or evaluation;
 - 1.14.4. The name of the individual who administered the assessment or evaluation;
 - 1.14.5. Any interpretive report relating to the assessment or evaluation; and
 - 1.14.6. Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
 - 1.15. In relation to any independent formal intellectual, behavioral or emotional assessment or evaluation requested by the student's parent and administered to the student by an independent party.
 - 1.15.1. The name of the assessment;
 - 1.15.2. A summary of the results of the assessment or evaluation;
 - 1.15.3. The date of the assessment or evaluation;
 - 1.15.4. The name of the individual who administered the assessment or evaluation;
 - 1.15.5. Any interpretive report relating to the assessment or evaluation; and
 - 1.15.6. Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
 - 1.16. Any health information that the parent of the student or the student wishes to be placed on the student **record**.
 - 1.17. An annual summary of the student's school attendance.
 - 1.18. Information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the Act, which must be recorded and retained on the student record for a minimum period of one year and a maximum period of three years, following the date of the suspension or expulsion after which the information must be removed from the student's **record**.
 - 1.19. If the 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, a notation to indicate whether the parent wishes to exercise that right or not must be recorded in the student **record**.
 - 1.20. 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, Métis or Inuit.
2. Notwithstanding section 6 below, a jurisdiction may include in a **Mandated Student Record** any information referred to in section 6.1.3 that in the jurisdiction's opinion would clearly be injurious to the student if disclosed, where inclusion of the information in the student **record** would, in the jurisdiction's opinion, be:
 - 2.1. In the public interest; or
 - 2.2. Necessary to ensure the safety of students and staff.
3. If an individual program plan is specifically devised for a student, the current plan and any amendments to the plan must be placed in addition to summaries of all of the

previous school years' individualized program plans.

4. A jurisdiction may require:
 - 4.1. That the information referred to in section 1.1 be provided to the jurisdiction by means of a copy, acceptable to the jurisdiction, of
 - 4.1.1. The student's birth certificate, if the student was born in Canada; or
 - 4.1.2. Another official document acceptable to the jurisdiction, if the student was born outside Canada.
 - 4.2. That the information referred to in subsection 1.9 be provided to the jurisdiction by means of a copy, acceptable to the jurisdiction, of Canadian citizenship certificate or of the visa or other document referred to in subsection 1.9.
5. The jurisdiction shall ensure that the information referred to in this section is update annually.
6. **Mandated Student Records** must not contain as per the *Student Record Regulation 225/06*:
 - 6.1. Any information contained in:
 - 6.1.1. Notes and observations prepared by and for the exclusive use of a teacher, teacher's assistant, counsellor or Principal, and that are not used in program placement decisions;
 - 6.1.2. A report or an investigation **record** relating to the student under the *Child, Youth and Family Enhancement Act*; or
 - 6.1.3. Counselling **records** relating to the student that is or may be personal, sensitive or embarrassing to the student, unless section 2 applies; or
 - 6.2. Any information that identifies a student as a young person as defined in the *Youth Criminal Justice Act or the Youth Criminal Justice Act (Canada)* and all information relating to that student in that capacity.

7. Exclusions

The Superintendent 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, a test result or an evaluation of a student 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 the student **record**.

8. Retention of a Student Record

- 8.1. A jurisdiction shall keep a student **record** containing the information referred to in section 1 through 3 for 7 years after the student ceases to attend a school operated by the jurisdiction or until the student **record** has been forwarded to another school in accordance with AP 318.
- 8.2. If as student transfers from a school in Alberta to a school outside Alberta, the

jurisdiction that operates the school from which the student transfers shall keep the student **record** containing the information referred to in section 1 through 3 for 7 years after the date the student could be expected to have completed grade 12 if the student had not transferred from the school.

- 8.3. Notwithstanding subsection 8.1 and 8.2, a board may choose to keep a record for longer than 7 years if a longer period is authorized by a resolution of the board.

Organization of the Mandated Student Record

To facilitate the ease of scanning and the upload of documents contained in the Mandated Student Record to PASIPrep, all records must be cleaned in accordance with the Student CUM File Clean Up Guide, Appendix B and organized in accordance with the Mandated Student Record Subfolder Guide, Appendix C.

Disposal and Destruction of the Mandated Student Record

Authorized employees shall dispose of or destroy student **records** that are no longer required to be kept under section 8.

Student **records** shall be disposed of or destroyed in a manner that maintains the confidentiality of the information in the record.

A jurisdiction shall dispose of information referred to in the *Freedom of Information and Protection of Privacy Act* relating to a student in the same manner as student **records** are to be disposed.

Student cumulative files will be securely shredded twenty-seven (27) years after the student's date of birth. This retention period was chosen to reflect the need to maintain records for at least ten (10) years after the student has reached the age of majority (see *Alberta Limitations Act*). Student information should be deleted from databases at the same time. If statistical or historical information is retained such information must have all personal identifiers severed from the **record**.

Transfer of Files - Closed or Inactive Mandated Student Records

Mandated Student Records are active for the duration of the student's attendance in the District.

1. Graduating high school student **Mandated Student Records** will be transferred to District **records** storage after being inactive for two years, following the records management procedures. Other closed files (students who withdraw for medical or other reasons) must also be transferred to the District **records** storage after two years. These files must be boxed in accordance with the Districts **Records** Management Procedures. These will be kept twenty-seven (27) years from date of birth.
2. At the conclusion of each school year, feeder schools will send **Mandated Student Records** (boxed alphabetically) to the appropriate next level school. Lists of files to be

transferred should be generated and sent with the boxes. A summary of any disciplinary file (56060) must be included in a separate file alongside the **Mandated Student Record** prior to transfer.

3. Any health information of students are to be kept by grade and forwarded to the appropriate next level school.
4. All inactive files will be sent to District **Records** Management Coordinator in approximately May, two years after the students last active day with the District and must be in boxed in accordance with the Districts **Records** Management Procedures.

Transfer of Files - Closed or Inactive Special Education Files

1. Student special education original documentation must be placed in the **Mandated Student Record**.
2. Student special education documentation may be copied and kept in the Special Education Facilitator's office in each school in a secure environment for the duration of the student's attendance in the District.
3. Once the student has left a school or District, the copied student special education information kept in the Special Education Facilitator's office is to be securely destroyed.

Transfer of Mandated Student Records - To other Jurisdictions

1. During the school year, a receiving school within the District may make a written request for **records** of transferring students. (Note that if the request is not made within one month of the student transfer - the sending school may initiate the **record** transfer).
2. Transfer to other school jurisdictions within Alberta or outside the province will be handled as follows:
 - 2.1. If a student transfers to another school in Alberta, the jurisdiction from which the student transfers shall, on receipt of a written request from that school, send the original **Mandated Student Record** or the digital **Mandated Student Record** containing the information to that school by a method that a receipt of delivery is confirmed.
 - 2.2. If a student transfers to a school outside Alberta, the jurisdiction from which the student transfers shall, on receipt of a written request from that school, send a copy of the **Mandated Student Record** containing the information to that school.
 - 2.3. The following folders must also be managed and are to be forwarded to the requesting school within the District, counselling, special education, discipline, including Youth Justice and Child, Youth and Family Enhancement information, provided that transitory information is removed and securely destroyed as per AP 318.
 - 2.4. Transfer requests received outside of Alberta will be filed in the **Mandated Student Record**.

- 2.5. For any student enrolled at a school on September 30, the school must keep at minimum, a copy of the Birth Certificate, Registration Form and Attendance **records** from the registration date to the student's exit date. These **records** must be retained for a minimum of one year to substantiate funding claims from Alberta Education.

Access to Student Files (Confidentiality and Audit Trail)

Disclosure of Information

Access to a student **record** will only be granted in accordance with the *Freedom of Information and Protection of Privacy Act* and disclosed in accordance with sections 23, 40, 41 and 43 of the Act, in accordance with section 8 of the *Student Record Regulation* or in accordance with any other regulation under the Act.

The Superintendent or designate shall ensure that a student, the student's parent or legal guardian or any other person who has **access** to the student record under a separation agreement or an order of a court, are informed of their entitlement under section 23 of the Act to review the student **record**.

To access a student record:

1. A person must be an **authorized employee** of Greater St. Albert Catholic Schools; or
2. To the Minister of Education at the request of the Minister for the purpose of carrying out any program or policy under the Minister's administration; or
3. Be the parent, legal guardian or an **independent student** and have completed the District request form or made a request in writing to view or receive a copy of the student **records**.
 - 3.1. Requests must include the student's full legal name, alias names, date of birth and a full description of the **records** requested.
 - 3.1.1. Descriptions may include, but are not limited to, date ranges, programs or services names, agency or school names, types of assessments and specific records or topics.
4. When other individuals or agencies request a copy or a part of a **Mandated Student Record**, Greater St. Albert Catholic Schools shall only comply when the request is accompanied by an authorization to release the information, that has been signed by a person having **access** rights. The authorization shall include the name of the individual(s) or agency(ies) authorized to receive the information.
5. Information contained in a Student **Record** shall be disclosed to the Department of Justice of the Government of Alberta or to its designate when requested 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*.

6. The following information shall be disclosed to the Medical Officer of Health as defined in the *Public Health Act* or his/her designate 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, disclose:
 - 6.1. a student's name, address, date of birth, gender and school, and
 - 6.2. the name, address and telephone number of the student's parent or guardian.
7. A jurisdiction shall, at the written request of a Regional Authority for a Francophone Education Region, disclose name, address, date of birth, gender and school of a student whose parent has been noted under section 1.9 as being eligible to have the student taught in the French language pursuant to section 23 of the Canadian Charter of Right and Freedoms. The name address and telephone number of the student's parent, the superintendent or to a person designated by the superintendent for the purpose of contacting the parent of the student and advocating for minority language education rights.
8. A jurisdiction or an accredited private school supervising a home education program for a student shall notify the student's resident board of name, address, date of birth, gender , school and the name address and telephone number of the student's parent to ensure that the resident board is aware that the student is attending a school.

Persons who are permitted to examine the **record** must be provided with an explanation of the contents (when necessary) - this is particularly a concern when documents relate to testing or test results. In such cases, an employee of the District with recognized expertise will be made available.

Access to student **records** must be documented and the District **Records** Management Coordinator maintains a file of such inquiries. Logs or files must maintain dates of transactions, names of persons, agencies or schools requesting the information, names and dates of authorizing documents.

Requests for disclosure and adjustments to student files are only in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. These may relate to correction of contents, removal of documents or the addition of documents. The Principal, after consultation with the District Assistant Superintendent of Learning Services and the District FOIP Coordinator may rule on requests for adjustment and make the appropriate changes to the file. Appeals will follow the normal appeal procedure for FOIP requests.

References:

District Administrative Procedures:

- AP 170 Freedom of Information
- AP 180 Records Management
- AP 319 Secondary Student Record
- AP 320 PowerSchool Log Entries

- AP 360 Safe and Caring Learning Environment for Students

School Act

Student Records Regulation

Student Evaluation Regulation

Child, Youth and Family Enhancement Act

Freedom of Information and Protection of Privacy Act

Freedom of Information and Protection of Privacy Regulation

200/95 Public Health Act

Social Development Act Youth

Criminal Justice Act

Youth Criminal Justice Act (Canada)

Vital Statistics Act

Alberta Limitations Act

District Records Website

District Records Retention Schedule

Implemented: October 18, 2018

Revision Dates: May 21, 2019

PROCEDURES FOR STORAGE OF STUDENT RECORDS

Series & Retention	Content	Responsible for Inclusion	Transfer Instructions	Storage Location
Cumulative record (56010) [27 years from Date of Birth]	1. Identifying information	1. Administrator or School Office Support Staff	Elementary - Transfer all graduating students to junior high prior to the beginning of the school year. Junior High - Transfer all graduating students to senior high prior to the beginning of the school year. All senior high graduates and any closed (transferred or deceased) files to be boxed, listed and stored at school site for two (2) years and then sent to District records storage in approximately May in accordance with Records management procedures School Office Support Staff	Main Office - each school.
	2. Family information or demographic data e.g. parent name, address, telephone & eligibility for French language training	2. Administrator or School Office Support Staff		
	3. Copies of citizenship	3. Administrator or School Office Support Staff		
	4. List of schools attended in Alberta & dates	4. Administrator or School Office Support Staff		
	5. Annual summary of achievements – academic results K-6 Each Term, Jr/Sr Year-end Summary	5. Principal or designate		
	6. Results of diploma examinations	6. Principal or designate		
	7. Annual Summary of attendance	7. Administrator or School Office Support Staff		
	8. Cumulative file requests	8. School Office Support		
	9. Results of diagnostic tests that are school wide (by grade) or District wide assessments (e.g. HLA, CAT 4) and/or achievement tests	9. Counsellor, classroom teacher or, designate		
	10. Applications under the student evaluation regulation	10. Principal or designate		
	11. Health information (Can be placed on the request of student or parent)	11. Administrator or School Office Support Staff		

Series & Retention	Content	Responsible for Inclusion	Transfer Instructions	Storage Location
Cumulative record (56010) [1 to 3 years from date of expulsion or suspension]	12. Expulsion or suspension notices of more than one day,	12.-15. Principal or designate	Documents must be retained for at least one year after the disciplinary action has been taken. A note to the receiving District school principal or designate advising the date of suspension. Remove all transitory information and securely destroy.	Main Office – each school
Cumulative record (56010) Health Information	13. Medications, Allergies, Conditions 14. Emergency Needs 15. Copies of Accident reports	16.-18. Administrator or school office support. Note: Any health information can be placed on the cumulative record by parent or student	To be forwarded as per cumulative file instructions.	Main Office – each school
Special Education information which is part of the Student Cumulative record	16. Diagnostic and behavioral testing including test administration and interpretation, 17. Copies of test results,	16-22. Special Programing Teacher	Once the student has left a school or District, the copied student special education information kept in the Special Education Facilitator's office is to be securely destroyed.	COPIES may be maintained in the Special Education Facilitator's Office in each school
Original documentation to be placed in the Student cumulative record	18. Copies of psychologists' reports etc. 19. Summary of Family Orientated Sessions (Home Visits)		School Office Support Staff	
Special Education – Assessment Information (56010)	20. Interpretative reports or program plans (IPPs) – All current copies a. Eligibility Forms			
[27 years from Date of Birth]	21. Year-end summary Interpretative reports or program plans (IPPs)			
	22. Intellectual, emotional or behavioral tests info. - test name, date, results.			

Series & Retention	Content	Responsible for Inclusion	Transfer Instructions	Storage Location
	23. In relation to any independent formal intellectual, behavioral or emotional assessment or evaluation requested by the student's parent and administered to the student by an independent party.	23. Counsellor or Principal	To be forwarded as per cumulative record instructions	Main Office – each school

STUDENT CUM FILE CLEAN UP GUIDE

Alberta Education – PASI

Alberta Education is moving towards the implementation of digitized student CUM files by September 2020. These records will be housed in a PASI shared repository and must meet a high standard that has been determined by Alberta Education. This initiative will allow users to manage and view electronic documents contained within the Mandated Student Record.

By providing this functionality, schools and authorities will be able to load documents to PASIPrep to effectively support students as they move from school to school, teacher to teacher, grade to grade and/or jurisdiction to jurisdiction.

The first step in this process will be to clean up our existing student CUM files (Mandated Student Records) to ensure they contain only the information and documents required by the *Student Record Regulation* as detailed under the *School Act*.

A checklist has been created of the required information and documentation. Please also refer to GSACRD AP 318 and 319, the Student Record Regulation and the Mandated Student Record Subfolder Guide sheet for further detail.

All CUM Files leaving your school must be cleaned according to the guide. Any students new to your school must be cleaned and organized in the same manner.

Checklist

CUM File Documents as per the Student Record Regulation

- ✓ Birth Certificate (or equivalent)
- ✓ Up to Date Proof of Citizenship Document
- ✓ Adoption papers if applicable (Custody Papers)
- ✓ Separation Agreement/Court Orders if applicable
- ✓ Cumulative Annual Summary and Annual Attendance Summary
- ✓ IPP – current and historic
- ✓ Achievement Test and Diploma Examination results
- ✓ Achievement Test and Diploma Examination accommodations
- ✓ Diagnostic Test results
- ✓ Standardized Test results
- ✓ Formal intellectual, behavior or emotional assessment results/reports and any program planning action
- ✓ Suspension/Expulsion information and/or letters – must be removed after three years
- ✓ Annual ELL Bench Mark report/results
- ✓ Any health information the parent/guardians provide to us for the Student CUM file.
Example: AP 341-2 form
- ✓ Annual student Registration Form is applicable

- ✓ Attendance Letter
- ✓ ECS Services Agreements
- ✓ Parent consent for assessment

Clean-Up How To's

To facilitate the ease of scanning the documents (future activity), you will be required to do the following during clean-up:

- Remove all staples and replace them with paper clips.
- Have all documents organized in subfolders by type with the most recent year on top. (see Mandated Student Record Subfolder Guide, AP 318, Appendix C).
- If you encounter any files not listed on the CUM File checklist, please remove them and place them in a secondary folder, for example the Special Education folder, Counselling file or Principal folder (please refer to AP318 and AP319). These should also be organized into subfolders by type with the most recent at the top.
- All schools have been supplied with a “Record Cleaned” stamp. This stamp should be placed on the outside of the CUM file, in the top left corner, or as close as possible. The stamp must be dated and signed once the CUM file has been cleaned and organized.

Secondary Student Record Examples

- Young Offenders references
- Reports or investigations records relating to the student under the Child, Youth and Family Enhancement Act
- Personal counselling records
- Anecdotal statements regarding behaviour issues
- Behaviour contracts
- Behaviour tracking
- Disciplinary notes
- Booklets used by therapists, specialists and other professionals to assess a student (final report can be placed in the Student CUM file)
- Letters home, unless they are in regards to a suspension, expulsion or attendance issue
- Letters from parents
- Notes and observations about the student that are not used in program

placement decisions

- Field trip permission/consent forms
- Absence notices
- Copies of emails
- FOIP forms

MANDATED STUDENT RECORD SUBFOLDER GUIDE

What should be in the Mandated Student Record (CUM File)

The Mandated Student Record Guide has been developed to provide commonly encountered examples of records that should be filed under each subfolder. The guide is neither exhaustive nor final; it simply reflects the association of common record examples with subfolders.

Subfolders must be organized in reverse chronological order with the most recent year on top. All staples must be removed and replaced with paper clips.

Subfolder A: Citizenship

- Birth Certificates
- Valid Citizenship/Immigration documents

Subfolder B: Administration

- Custody Information
- Court Orders
- Legal Documents

Subfolders C: IPP and General Assessment Results- must be dated

- IPP
- * Behaviour Support Plans
- * ELL Report
- * Therapist Reports
- Diagnostic Tests Results
- Diploma/Achievement Test Accommodations (Alberta Education Form)
- Any Formal Intellectual, Behavioural or Emotional Assessment Report
- * Psychological Assessment Report
- * Counselling Reports
- Other Agency Reports
- Parent Consent for Assessments
- Alberta Education Evaluation Forms for Severe Students

*Only include if used in making education decisions about student program placement, grade promotion, etc. If not used for these reasons they are part of a Secondary Student Record.

Subfolder D: Discipline

- Suspension/Expulsion Letters
 - Must be removed for destruction 3 years from date of suspension or expulsion as per the *Student Record Regulation*, AP 318 and the District Records Retention Schedule

Subfolders For Each Grade Level (Each grade level MUST have its own subfolder)

- Registration Forms - must be signed and dated
- Health (ex. AP 341-2)
- Report Cards

- Attendance Summary
- Grades Summary if Report Card not available
- Diploma/Achievement Test Results (Alberta Education Form)