

## SECONDARY STUDENT RECORDS

### Background

Greater St. Albert Catholic Schools is committed to maintaining accurate and up-to-date background information on all students. 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;
- determining whether or not to suspend and/or recommend expulsion according to Suspension/Expulsion (AP 354); and
- reporting, investigating, and submitting records when a complaint is made about harassment or discrimination according to Harassment (District Students) (AP 358).

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 **Secondary 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 Records:** The official and permanent cumulative student **record** that contain 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* and District Administrative Procedure 318.

**Secondary Student Records: Records** that fall outside the **Mandated Student Records** as outlined in AP 318 but contain additional information about a student. **Records** may contain any information where the topic is about the student. These **records** follow the District Record Retention Schedule and may include Log Entries in the Student Information System as outlined in AP 320.

**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.

**Authorized employee:** are those employees who are required to collect, access, use, store, retain, disclose or dispose of student information in the **Secondary 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.

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

## **Guidelines**

1. This administrative procedure applies to all **Secondary Student Records** received, generated or used in the course of normal business operations of the Board of Trustees and District departments or schools.
2. School Principals are responsible for maintaining secure **records** in hard copy or electronic form for each pupil registered in the District.
3. The legal custodian of **Secondary Student Records** is the Superintendent and/or designate.
  - 3.1. The school or location with primary responsibility for the **Secondary Student Record** is the school the student is primarily enrolled at for the majority of his/her

instructional time during the school year.

- 3.2. Once the student has finished attending school, the District Records Management Coordinator will become responsible for the **Secondary Student Record**.
4. The Superintendent or designate shall ensure that the information referred to in this section is updated annually.
5. The District and its staff including temporary or contracted help shall treat all information on student **records** as confidential.
  - 5.1 Information in the **Secondary 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*.
6. Parents and legal guardians (except where the student is an **independent student**) and students are entitled to review the **Secondary Student Record**.
  - 6.1. **Access** to **records** shall be provided at the earliest opportunity as outlined below.
7. Parents, legal guardians and students may appeal the accuracy or incompleteness of student **records**.
  - 7.1. Decisions to remove information from a **Secondary Student Record** shall be made in accordance with the *Student Record Regulation* and the *Freedom of Information and Protection of Privacy Act*.

### **Access to Student Records and 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. 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 and agencies request a copy or a part of a **Secondary 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 **Secondary 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.

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 140 Use of Technology
  - AP 149 Social Media
  - AP 170 Freedom of Information
  - AP 180 Records Management
  - AP 318 Mandated Student Record
  - AP 320 PowerSchool Log Entries

- AP 350 Student Conduct
- AP 354 Suspension/Expulsion
- AP 355 Use of Alcohol, Cannabis or Restricted and Illicit Drugs
- AP 357 Vandalism by Students
- AP 358 Harassment (District Students)
- AP 360 Safe and Caring Learning Environment for Students
- AP 412 Occupational Health and Safety
- AP 460 Harassment (Employees)
- [Alberta Human Rights Act](#)
- [School Act](#)
- [Student Records Regulation](#)
- *Violent Threat and Risk Assessment*
- [Child, Youth and Family Enhancement Act](#)
- [College of Alberta Psychologists](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Freedom of Information and Protection of Privacy Regulation](#)
- [200/95 Public Health Act](#)
- [Youth Criminal Justice Act \(Canada\)](#)
- [Vital Statistics Act](#)
- [Alberta Limitations Act](#)
- District Records Website
- District Records Retention Schedule

## PROCEDURES FOR STORAGE OF SECONDARY STUDENT RECORDS

The records below are NOT part of the Student Cumulative Record and are NOT to be sent out of District. They are to be transferred to either the within District requesting school, or to the District records storage facility for storage or destruction.

| Series & Retention  | Content  | Responsible for Inclusion  | Transfer Instructions   | Storage Location                        |
|---|--|--|---|---|
| Counselling records (56040)<br><br>[27 years from Date of Birth]                        | <ol style="list-style-type: none"> <li>1. Discussion notes,</li> <li>2. Actions taken or suggested,</li> <li>3. May contain copies of reports (behavioral, psychological) see 56010 series</li> <li>4. In relation to any independent formal intellectual, behavioural or emotional assessment or evaluation requested by the student's parent and administered to the student by an independent party.</li> </ol> | 28-31. Counsellor or Principal   | Elementary - Transfer all graduating students to junior high counsellors prior to the beginning of the school year. Remove all transitory information and securely destroy.<br>Junior High - Transfer all graduating students to senior high counsellors prior to the beginning of the school year. Remove all transitory information and securely destroy.<br>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. | Principal's Office or Counsellor Office |
| Youth Justice or The Youth Criminal Justice (AP321)<br><br>Records (56090)<br>[3 years] | <ol style="list-style-type: none"> <li>5. Copies of probation orders, Notification of probation,</li> </ol>  | 5. Principal or designate Documents must be removed after 3 years has passed from expiry of court order. | Graduating high school student young offender's records must be transferred annually to the District records storage. Facility.   | Principal's Office or Counsellor Office |

| Series & Retention   | Content  | Responsible for Inclusion  | Transfer Instructions  | Storage Location  |
|--|--|--|--|---|
| Child, Youth and Family Enhancement (56080)<br><br>[27 years from Date of Birth]               | <ol style="list-style-type: none"> <li>1. Copies of Investigation Notes</li> <li>2. Child Disclosure Information</li> <li>3. Record of call to Child, Youth and Family Enhancement including name of caller and intake worker, the date and time of call.</li> </ol> | 33-35. Principal or designate<br>Files may be kept in a combined folder. | Files must be transferred to the District records storage facility when student transfers out of District or graduates.  | Principal's Office or Counsellor Office                           |
| Computer File PowerSchool<br><br>[In accordance with the Districts records retention schedule] | <ol style="list-style-type: none"> <li>4. Extension of the cumulative record containing basic registration and demographic data. It may also contain course information, grades, assessment and attendance.</li> </ol>   |  |  | Information Services  |
| Discipline information<br><br>[1 to 3 years from date of expulsion or suspension]              | <ol style="list-style-type: none"> <li>5. Expulsion or suspension notices of more than one day,</li> <li>6. Incidents,</li> <li>7. Appeals,</li> </ol> <p>Actions taken or suggested</p>   | 10.-12. 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   |
| Transitory Records [Destroy]   | <ol style="list-style-type: none"> <li>8. Anecdotal Student - not used in program</li> <li>9. placement decisions</li> </ol>   | 13. Teachers   | Destroy Annually   | Teacher's Office<br>Principal's Office<br>or<br>Counsellor Office |
| Children and Youth Services<br>[27 years from Date of Birth]                                   | <ol style="list-style-type: none"> <li>15. Reports</li> </ol>  | 15 Counsellor or Principal   | Files must be transferred to the District records storage facility when student transfers out of District or graduates.  | Principal's Office or Counsellor Office                           |

Implemented: October 18, 2018