

AP 112

Student Data – Storage and Retrieval

Background

Pursuant to section 79 of the [School Act](#), a board must maintain an accurate, comprehensive record for each student registered in the school district. This procedure outlines district requirements for the storage and retrieval of such information.

Procedures

1. Student Records

- 1.1 A student record is defined as any record of information (in written or electronic form) pertaining to an individual student that is created and/or stored by an employee of the school district.
- 1.2 When collecting personal information, school personnel must inform students and/or their parents/guardians of the authority by which the information is collected, the purpose of collecting the information, and the name of someone in the organization to whom the student and/or guardian may speak about the collection.
- 1.3 Personal information collected about students shall be secured and stored in a manner that ensures its privacy and any use of such personal information shall be for the purpose for which the information was collected or compiled or for a use consistent with that purpose.
- 1.4 All student records remain the property of the School District.

2. Type of Student Records

2.1 Electronic School Records

Schools must follow the guidelines and instructions for electronic school files as per the [SIS Standards](#) and the resources posted in AbbyConnect through the BCeSIS Resources section on STaRT Education.

2.2 Permanent Student Record

2.2.1 The “**Permanent Student Record**” consists of the following **two** parts;

- 2.2.1.1 Form 1704 (PSR Card), completed in accordance with the Ministry of Education “[Permanent Record Card Completion Instructions](#)”, which are effective at the time of completion, **AND**
- 2.2.1.2 A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades), OR: an official copy of the Transcript of Grades.

2.2.2 Permanent Student Record – Retention Period

The Permanent Student Record must be maintained for 55 years after the student withdraws or graduates from school.

Graduates

Form 1704 (PSR Card)
Ministry of Education Transcript of Grades

Storage

at SBO
at School/digital copy

Non-Graduates

Form 1704 (PSR Card)
Progress Reports for last 2 years (electronic)

Storage

at SBO
Server Backup

NOTE: If there is no Ministry of Education Transcript of Grades, then the last two (2) years' reports cards must be maintained as per the [PERMANENT STUDENT RECORD ORDER \(School Act\)](#). These may be stored electronically.

2.3 Student General File

A general file shall be established and maintained for each student enrolled and will contain copies of the current records used in the planning and administration of the student's education program. All information pertaining to a particular school year must be appended together at the end of each school year and marked with the school year.

Student file contents differ for each student, but may contain:

- 2.3.1 Medical Alert Information
- 2.3.2 Permanent Student Record Card
- 2.3.3 Copies of Report Cards
- 2.3.4 Individual Education Plans (IEP's)
- 2.3.5 Standardized Individual Achievement Tests
- 2.3.6 Transfer Forms
- 2.3.7 Registration Forms
- 2.3.8 Learning Assistance Referrals
- 2.3.9 Student Learning Plans (SLP's) - Grade 9 and higher
- 2.3.10 Safety Plan
- 2.3.11 Formal letters of suspension
- 2.3.12 Formal notes on behaviour issues, concerns, strategies and interventions.
- 2.3.13 Board of Review Package (if any)
- 2.3.14 ELL File (Navy Blue)

2.4 Learning Support Services (red) Confidential Folder (including):

- 2.4.1 Outside Agency Documentation:
 - Custody and Restraining Orders
 - Legal Matters
 - Medical/Health Reports
- 2.4.2 School District Documentation
 - Parent Release Forms
 - Student Services Referral/Reports: (OT, PT, SLP, Vision/Hearing)
 - Behaviour Assessment
 - LAC Reports

- Psychologist Report
- School Based Team Recommendations

2.5 General Student File Retention Period

2.5.1 Graduates

When a student graduates, the file must be kept until the student reaches the age of 19 years + 3 years. These files are kept at the school.

2.5.2 Non-Graduates Secondary Schools

Secondary schools may retain the general files of students who withdraw; however, they are expected to forward a list to the SBO for tracking purposes. The list will include the complete student name, date of birth, PEN number, grade, last day of attendance and reason for exit.

2.5.3 Non-Graduates Elementary/Middle Schools

If a student withdraws, and the file is not requested, the original student general file is sent to the school board office. For student transfers, see [Section 3](#).

2.6 Teacher/Principal/Vice-Principal Files

Records relating to the student's annual activities and work, including interim marks and other related information (such as the learner portfolio, samples of work, or discipline records) are retained in the classroom/principal/vice-principal's office for the school year, then selectively filed in the student's general file.

3. Student Transfers/Withdrawals

3.1 Public School within the Province of BC

On receipt of a request from a public school within the Province of BC to which a student transfers and is enrolled, a board must transfer the student's **ORIGINAL** permanent student record and general file. The Learning Support Services (red) Confidential Folder is only released with a release form signed by the parent/guardian (Appendix A).

3.2 Independent (private) School OR an Educational Institution outside the Province of BC

Where a former student of the board is enrolled in an independent (private) school within the Province OR in an educational institution (public or private) outside the Province, and a board receives a request from that independent/private school OR educational institution outside of the Province of BC, the board must transfer a **COPY** of the student's permanent student record and general file. The Learning Support Services (red) Confidential Folder is also copied and released with parental/guardianship consent (Appendix A).

3.3 Electronic Student Withdrawals

The withdrawal date **must** be the day after the last day of school was completed. After the Withdrawal date and Reason code is entered, a permanent student record card must be printed showing the withdrawal date and the reason code.

Once a student is withdrawn from the home school, the history for that student is archived and some reports cannot be run. It is important to **print** any reports before the student is withdrawn. Click the **Hot Print** at the bottom of the demographic page on the right side of the screen to print reports. Then, from the BCeSIS Start Screen, with the student name still displayed, click on the **WDR** icon near the upper left corner of the Start screen. Enter the **withdrawal date** and select a withdrawal **Reason Code** from the drop-down list. The withdrawal date **must** be the day after the last full day of school was completed. **After this information is entered, print a PSR Card** showing the withdrawal date and the Reason Code. File a copy of the site-based or school district withdrawal form in the student's general file.

4. Disclosure of Student Information

Subject to any other statutory or other legal authority or requirement that authorizes or requires disclosure, any person who receives information from a student record shall not disclose that information to any other person except for the purposes of delivering or planning the delivery of the services.

4.1 Information regarding a student may be disclosed to:

- 4.1.1 Abbotsford School District employees as needed.
- 4.1.2 A person who is providing health services, social services or other support services if the information is required to provide that service.
- 4.1.3 The parent/guardian of the student of school age attending a school.
- 4.1.4 NOTE: Parents/guardians may examine the records while accompanied by the principal or a person designated by the principal to interpret the records, and may request copies on payment of a fee that does not exceed the cost to the school of providing copies. The results of psycho-educational assessments and other standardized test results will be discussed with the parent/guardian in a conference, and copies may be offered to the parent/guardian. Copies of the test protocols may not be given to a parent/guardian.

4.2 Requests for student records from lawyers or other third parties (other than parents)

All requests for student records from lawyers or other third parties who are not the legal parents/guardians of the student, or are not providing health services or social services, should be forwarded to the district's freedom of information and protection of privacy coordinator. Clerical staff should immediately date stamp the request upon receipt and forward it to the secretary-treasurer's office. Schools will be requested to make two (2) copies of the required documents. Note: There is a 30-day timeline on these requests.

Appendix [AP 112-1 Release of Confidential Information](#)

Reference [School Act](#)
[Freedom of Information and Protection of Privacy Act](#)
[Family Law Act](#)
[Permanent Student Records Order](#), BC Ministry of Education, Governance and Legislation Branch
[Permanent Student Records Instructions](#), BC Ministry of Education

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