

## Administrative Procedure 320

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### STUDENT RECORDS

#### Background

Records of student evaluation such as diagnostic reports, academic reports, psychological reports, attendance, and other pertinent information are kept for all students enrolled in Division schools. The Division places a high priority on the confidentiality of student records.

The schools in the Division will maintain accurate and current records on each student to facilitate the education of the student.

#### Procedures

1. In addition to these procedures, Alberta Education regulations on student records will be followed.
2. Student records shall be stored in a secure location and accessible only to the student, his/her parents or legal guardians, and the Division staff and shall be used solely to promote the educational welfare of the student.
3. Transfer of student records shall be made to any school on receipt of a written request.
4. Student records shall not leave school premises except when in transit to another school or the Division office.
5. Principals, in consultation with staff will develop procedures to ensure the confidentiality of student records.
6. When a student record has been reviewed (by a person other than school staff), the date and name of the reviewer shall be noted in the record.

Reference: Section 15, 23, 39, 40, 41, 43, 60, 61, 113 School Act  
Student Record Regulation 71/99  
Child Welfare 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  
Vital Statistics Act  
Section 23, Canadian Charter of Rights and Freedoms

