

Effective Date	April 17, 2019
Revision Date	
Review Year	2024

Background/Purpose:

To align student cumulative records procedures and processes with Alberta Legislation and Regulations.

Policy Statement:

To ensure that all student records are maintained and stored in compliance with the Alberta *Education Act* school records regulation by all staff with secure and confidential protocols.

Accountability:

Responsibility for each student record resides with the principal(s). The Superintendent will monitor and ensure compliance with all stakeholders. Student records are to be maintained by the head secretary of each school.

References:

AR 3500 - Student Cumulative Records
Student Record Regulation, Alberta Regulation 166/2018
Freedom of Information and Protection of Privacy Act