

Issue Date	December 12, 2018
Revision Date	April 17, 2019
Review Year	2024

Objective:

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

Responsibility:

Responsibility for each student record lays with the principal(s). Student records are to be maintained by the School Head Secretaries.

Regulation:

Guidelines and Procedures:

1. The student record must contain the following:
 - a. All information affecting the decisions made about the education of the student that is collected or maintained by Aurora School including:
 - i. Student’s legal name as registered by legal parent(s)/guardian(s)
 - ii. Legal name of the student’s legal parent(s)/guardian(s)
 - iii. Alberta School Number (ASN)
 - iv. Court approved custody arrangements
 - v. Birthdate of the student
 - vi. Addresses, email addresses and telephone numbers of the student and of the student’s parent/guardian
 - vii. Student’s Birth Certificate
 - viii. All Psychometric testing results
 - ix. Any formal intellectual, behavioral, or emotional assessment or evaluation requested by the parent or the school
 - x. Any health information the parent of the student or the student wishes to be placed on the student record
 - xi. The annual report card
 - xii. Information about any out-of-school suspension of more than one day or expulsion (to be removed on the 3rd anniversary of the suspension document date, unless otherwise deemed the retention of such information to be for the safety of the student and/or students and staff)
 - xiii. Indigenous and/or Francophone status as shared by legal parent(s)/guardian(s)
 - xiv. All Individual Program Plans (IPPs) and any amendments to the particular plan
 - xv. Name change records where applicable
 - xvi. Current legal immigration documentation and expiration dates if applicable an in compliance with current legislation and regulations
 - xvii. CTBS - Canadian Test of Basic Skills
 - xviii. PAT - Provincial Achievement Tests
 - xix. Student record history from previous educational institution(s)
 - b. Student records must be retained for 7 years after graduating Grade 12. Retaining records for longer than 7 years requires the authorization of the board.
 - c. Disposal and disclosure of student records must be in accordance with the *Personal Information Protection Act and the Student Record Regulation*.

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- d. Student records for withdrawn or graduating students are transferred to the receiving school upon request by the School Head Secretaries. Outgoing electronic documents sent by email must be encrypted.
- e. For incoming students a request is sent by the School Head Secretaries to the previous education institution. Upon receipt, student records must be saved to the online student record file.

References:

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