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### 609.5 Student Records

#### Policy

Principals and/or Education Centre administration shall provide for the appropriate management and storage of an official student record for each student.

#### Regulations

1. A Division Student Records Manual for the management and storage of student records shall be maintained.
2. The Division Student Records Manual shall be considered the primary procedural document for this policy.
3. The Division Student Records Manual shall include procedures related to:
  - 3.1. information that must be kept in the record for each student;
  - 3.2. information not to be included in the record for each student;
  - 3.3. guidance regarding who may have access to student records;
  - 3.4. maintaining student attendance records;
  - 3.5. transfer of records;
  - 3.6. disclosure of information to outside agencies or authorities;
  - 3.7. retention of records; and
  - 3.8. release of data to researchers.
4. The Division Student Records Manual shall be:
  - 4.1. consistent with all relevant provincial and federal legislation, as well as Alberta Education guidelines;
  - 4.2. reviewed annually by the Associate Superintendent Instructional Services; and
  - 4.3. made available to all Division staff.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

#### References

Alberta Education Act: Sections 56, 70; Alberta Education Student Record Regulation 2019; Freedom of Information and Protection of Privacy Act; Youth Justice Act (Alberta); Youth Criminal Justice Act (Canada); Public Health Act; Vital Statistics Act; Child, Youth and Family Enhancement Act

Division Policies: 805.7 Preservation & Disposal of Records, 805.6 Access to Information