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## **Purpose / Background**

Every student will have records. Rocky View Schools (RVS) is responsible to collect and maintain all information affecting the decisions made about the education of the student or child. Student records must be kept in compliance with AP185, the Education Act and the Student Record Regulation. Records are to be kept up to date and secure whether in paper or digital format. This Administrative Procedure outlines, for school administration and staff, the specific requirements and responsibilities relating to student records.

## **Definitions**

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| <b>Cumulative File:</b>           | This documentation consists of non-sensitive data related to a students' education. See the Cumulative File Handbook for specific file types that fall in this category.  |
| <b>Custodian:</b>                 | The individual, usually the Division's Privacy and Records Specialist or a Principal, managing the information in accordance with the decisions made by the Owner.  |
| <b>Owner:</b>                     | The RVS employee who has the responsibility and accountability for ensuring the existence, maintenance, security (storing in an RVS secure location whether digital or paper) and disposition of the master record. All records have an identifiable owner acting on behalf of RVS. |
| <b>PASI:</b>                      | The Provincial Approach to Student Information database and application maintained by Alberta Education.  |
| <b>Privacy Legislation:</b>       | Refers individually or collectively to the Alberta Access to Information Act and Protection of Privacy Act, as may be amended.  |
| <b>Record:</b>                    | Any paper, microform, electronic or physical object regarded as an official record, a document upon which a decision is based, where information is stored and made/or acquired by an employee of RVS. These records are subject to the Privacy Legislation.                        |
| <b>Student Record:</b>            | Means the Student Record referred to in the Alberta Student Record Regulation, as may be amended.   |
| <b>Student Supplemental File:</b> | Consists of documentation that is not part of the Cumulative File but is needed to provide the education of the student. May include documentation outlined in 4.2. See the Student Cumulative File Handbook for specific file types that fall into this category.                  |
| <b>User:</b>                      | All RVS employees and any person granted access to information or who generates or acquires information on behalf of RVS.   |

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## Procedures

### 1. Information Collection

- 1.1 All information must be collected in accordance with the Privacy Legislation, including reference to the specific use and retention period. Information is only to be collected in the Student Record that directly relates to, and is necessary for, an operating program or activity of the School Division. Reference AP182 and the Privacy Legislation for specific collection requirements (including notice requirement outlining the purpose of collection).

### 2. Record Maintenance

- 2.1. The Associate Superintendent of Learning or designate is responsible for quality assurance and consistency in divisional management of student records.
- 2.2. The Principal, as the Custodian, shall ensure that the student record is compiled, handled and retained in accordance with the above legislation and division procedures and processes.
- 2.3. It is the responsibility of the Principal to ensure staff are aware of all requirements.
- 2.4. The Principal, or designate, shall ensure that information contained within a students' record is updated annually.
- 2.5. Each student record shall contain all the information required in the Student Record Regulation, including but not limited to:
  - 2.5.1. A birth certificate showing the student's name as registered under the Vital Statistics Act, or, if the student was born in a jurisdiction outside Alberta, the student's name as registered in that jurisdiction, and any other surnames by which the student is known;
  - 2.5.2. The student identification number assigned to the student by the Minister and any student identification number assigned to the student by the Division;
  - 2.5.3. Name of the student's parent(s)/guardian(s), a copy of any separation agreement or court order referred to in the Education Act;
  - 2.5.4. Personal data, including: birthday, gender, addresses and telephone numbers of the student and of the student's parent/guardian;
  - 2.5.5. Notification and Consent for name and Pronoun Changes
    - 2.5.5.1. When a student aged 15 and under makes a request to be referred to by new pronouns, a new gender-related preferred name, or a preferred name distinctly different from their legal name, the Principal shall immediately notify the student's parents/guardians and seek consent. The Principal shall discuss the requirement to seek parental/guardian consent with the student first. If the student wishes to continue with their request then the Principal shall seek consent from the parent/guardian.
    - 2.5.5.2. When a student aged 16 or 17 who is not an Independent Student makes a request to be referred to by new pronouns, a new gender-related preferred name, or a preferred name distinctly different from their legal

name, the Principal shall immediately notify the student's parents/guardians. The Principal shall discuss the requirement to inform parents/guardians with the student first.

2.5.5.3. When the Principal believes that notification as outlined in clauses 2.5.5.1. and 2.5.5.2. is reasonably expected to result in harm to the student, the Principal shall ensure the student receives assistance prior to notification.

2.5.5.4. Modifications made as a result of actions in 2.5.5.1. and 2.5.5.2. must also be recorded in Administrative Procedures 307: Student Information System (SIS).

- 2.6. Citizenship of the student and, if the student is not Canadian, the type of visa or other document to which the student is lawfully admitted to Canada and the expiry date of that visa or other document;
- 2.7. Division of which the student is a resident student;
- 2.8. Name of all schools attended and dates of enrolment;
- 2.9. Annual summary or summary at the end of each semester of the student's achievement or progress in courses and programs in which the student is enrolled;
- 2.10. Results of diagnostic, achievement and diploma examinations administered by or on the behalf of the province;
- 2.11. Results of any standardized tests locally administered to all or a large portion of the students or to a specific grade level of students;
- 2.12. In relation to any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by the Division,
  - 2.12.1. The name of the assessment or evaluation;
  - 2.12.2. A summary of the results;
  - 2.12.3. The date of the assessment or evaluation;
  - 2.12.4. The name of the individual who administered the assessment or evaluation;
  - 2.12.5. An interpretive report relating to the assessment or evaluation;
  - 2.12.6. Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
- 2.13. In relation to any independent formal intellectual, behavioural or emotional assessment of evaluation requested by the student's parent/guardian and administered to the student by an independent party:
  - 2.13.1. The name of the assessment or evaluation;
  - 2.13.2. A summary of the results;
  - 2.13.3. The date of the assessment or evaluation;
  - 2.13.4. The name of the individual who administered the assessment or evaluation;

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- 2.13.5. An interpretive report relating to the assessment or evaluation;
      - 2.13.6. Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
    - 2.14. Any health information that the parent(s)/guardian(s) wishes to be placed in the student record;
    - 2.15. Annual attendance summary;
    - 2.16. If eligible, request for instruction in French;
    - 2.17. Any formal education plan {IPP, etc.) when devised;
    - 2.18. Information about any suspension of more than one (1) day or expulsion relating to the student. This is to be kept for a minimum of one (1) year and a maximum of three (3) years.
    - 2.19. A notation indicating whether the student is Status Indian/First Nations, Métis or Inuit, if the parent/guardian wishes to provide this information.
  3. The Principal shall use discretion in adding any other sensitive or confidential information not included in the list above.
  4. Student records shall be retained at the last school the student attended for the period set out in the RVS retention schedule and as outline in Administrative Procedure AP185 for records retention, unless such records are transferred as outlined in clause 5.1.
  5. The transfer of student records, when requested in writing by the Principal of the receiving school, shall be handled on the following basis:
    - 5.1. If a student transfers to another school in Alberta, the original student records file shall be sent to the school.
    - 5.2. If a student transfers to another school outside Alberta, a duplicate copy of the student records file may be sent to the school and the original kept by the original school as outlined in section 6.
    - 5.3. Notwithstanding, the Superintendent/designate may exclude from a student record a test instrument or any part of it, but where there is an appeal before the Board in respect of a test, a test result or an evaluation of a student in respect of a test or a test result, the persons referred to in section 42(4) of the Act may review a test instrument as if it were part of the student record.
  6. Confidentiality and Access Allowances
    - 6.1. Access to the information in a student record file shall be limited to the parent(s) or legal guardian(s) of the student.
    - 6.2. AP180 outlines the process for requesting and providing access to a student record. Division employees are only to be granted access to the student records needed and as outlined within their job description. Personal Information Banks (PIB's) are to be updated to reflect who has access to specific information banks (see AP182 for additional information on PIB's).

**7. Appeal or Exception Administration**

- 7.1. Under section 42(4) of the Education Act, an individual may appeal to the Board a decision of an employee respecting access to or accuracy or completeness of the student record within a reasonable time from the date that the parent/guardian or student was informed of the decision.
- 7.2. The Superintendent/designate may include in a students' record any information referred to below, if, in the Superintendent's opinion, the information would clearly be injurious to the student if disclosed but where inclusion of the information in the student record would, in the Superintendent's opinion, be (a) In the public interest; or (b) necessary to ensure the safety of students and staff.
  - 7.2.1. Notes and observations prepared by and for the exclusive use of a teacher, teacher's assistant, counsellor or Principal, and that are not used in program placement decisions;
  - 7.2.2. A report or an investigation record relating to the student under the Child, Youth and Family Enhancement Act; or
  - 7.2.3. Counselling records relating to the student that is, or may be personal, sensitive or embarrassing to the student, unless section 8 applies; or
  - 7.2.4. Any information that identifies a student as a young person as defined in the Youth Criminal Justice Act and all information relating to that student in that capacity.

**8. File Retention, Transfer and Destruction Procedures**

- 8.1. Student records will be retained and destroyed as outlined in Administrative Procedure AP185 for records retention.
- 8.2. Student records consist of two parts: the Cumulative File, and Supplemental student records.
- 8.3. All student records to be transferred within the province are to be requested and transferred electronically through PASI. All requests for student files from outside the province are to be completed by the requesting party through Alberta Student Link or MyPass (for students and their parents/guardians).
- 8.4. Transitory Student records including duplicates, printed copies, and non-essential documents must be securely disposed of in accordance with AP185. Where a document is to be retained, only the master copy shall be kept.
- 8.5. All paper and digital records containing personal information must be retained and securely destroyed in accordance with AP 182 and AP 185 to ensure that a breach of personal information does not occur.

**References**

- Education Act
- Student Record Regulation 97/2019
- Child, Youth and Family Enhancement Act

- Access to Information Act
- Protection of Privacy Act
- Freedom of Information and Protection of Privacy Act
- Public Health Act
- Social Development Act
- Vital Statistics Act
- Youth Justice Act
- Section 23 Canadian Charter of Rights and Freedoms
- Youth Criminal Justice Act
- AP180 – FOIP Requests for Access to Information or Correction of Personal Information
- AP182 – Protection of Privacy
- AP185 – Records Management
- [Handbook for Cumulative File Digitization](#)
- [Alberta Student Link](#)
- [MyPass](#)
- [Alberta Education – Student Records](#)