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## Introduction

This document was prepared for the Association of School Business Officials of Alberta (ASBOA) as a resource for Alberta school jurisdictions as they transition from paper student records to digital student records. The ASBOA Records Management Committee consists of ASBOA members and records management and FOIP staff from Alberta School Jurisdictions.

### Disclaimer:

This digitization guideline is not intended to be directional in nature but informative. It does not represent legal advice. These resources provide practical suggestions with respect to the digitization of student records and are intended for use by Alberta School Jurisdictions for non-profit educational purposes.

ASBOA accepts no responsibility for the implementation, modification or proliferation of the documents.

## STEP ONE: Cleaning and Preparing Student Files

As your jurisdiction prepares to move to digital student records, existing paper Student Records will need to be cleaned and organized in a consistent manner. Official Student Records, in PASI, should include only those documents outlined in the [Student Record Regulation](#) as legislated in the [School Act](#).

## Clean Up Tips

The Committee recommends the following clean up tips:

- Remove all staples and replace them with paper clips
- Securely tape small documents to a letter size piece of white paper
- Repair torn documents
- Have all documents organized in subsections, by type, with the most recent year on top.
  - Some jurisdictions have chosen to sort by grade and then by document type.
  - Other jurisdictions have chosen to sort by document type and then by grade.
- Documents not listed in the Student Record Regulation should be placed in a separate section so that your jurisdiction can decide on a plan for managing these documents separate from the PASI Official Student Record.
- Provide staff who are cleaning up the files with a method to indicate that the file has been cleaned and sorted. The Committee does not recommend using sticky notes for this purpose.

## Records not to be included in the Official Student Record

The following are examples of documents that should not be included in the Official Student Record:

- FOIP forms that are not part of the student registration form
- Responsible use of technology forms or agreements
- Accident reports
- Volunteer forms
- Notes, observations, assignments, artwork
- Reports or investigations relating to the student under the Child, Youth and Family Enhancement Act
- Counselling records
- Any information that identifies a student as a young person in the Youth Justice Act or Youth Criminal Justice Act
- Field Trip forms
- Media consent forms

## Organizing the Official Student Record

The Committee recommends that the historical Official Student Record be organized in the sections. Here are examples of how two jurisdictions chose to organize their historical records:

### Example 1:

Chinook's Edge School Division No. 73

1. Admin
2. Custody
3. Discipline
4. Identity
5. Standardized Assessments
6. Individual Program Plans
7. Medical
8. Student Reports
9. Second Language
10. Specialized Assessments

### Example 2:

Greater St. Albert Roman Catholic Separate School District No. 734

1. Citizenship/Identity
  - a. Birth Certificates
  - b. Valid Citizenship/Immigration documents
2. Administration
  - a. Legal documents such as Custody Orders and Information Requests
3. IPP and General Assessment Results
  - a. Assessments that are used in making education decisions about student program placement, grade promotion, etc.
    - i. Examples: Individual Program Plans, Therapist Reports, Psychological Assessment Reports
4. Discipline
  - a. Suspension/Expulsion Letters (removed after 3 years)
5. Each Grade
  - a. Each grade is a subsection that contains documents such as, registration forms, health information, report cards and attendance summaries, Diploma/Achievement Test results.

### Link to Resources

[Student Record Regulation](#)

[PASI Community Site](#) (requires access through Extranet)

[PASI Documents](#):(requires access through Extranet)

- DSR Update
- 2018 PASI Student Documents - Readiness Overview
- PASI Student Documents Training Resources
- Steps to Digital Student Documents
- Student Documents - Frequently Asked Questions
- Alberta Education Electronic Waybill XML Specifications
- Government of Alberta - Digitization Standards
- Government of Alberta - Digitization Standards Technical
- RFS Standing Offer - Go to the PASI Community Site
- Document Types