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Introduction

The **Digitization Guideline for School Jurisdictions** is a living document and feedback is appreciated to ensure accurate and useful content.

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.

At this time, the ASBOA Records Management Standing Committee would like to thank everyone who has played a part in the development of the guideline. From answering questionnaires to sharing expertise, you have all played a vital role.

These documents provide practical suggestions with respect to digitization of student records and are intended for use by Alberta School Jurisdictions for non-profit educational purposes only and may be used in their entirety subject to the following conditions:

1. **modifications are to support Alberta school jurisdiction privacy and information management practices.**
2. **duplication is for an educational or implementation purpose in a not-for-profit institution.**
3. **copies are made available without charge beyond the cost of reproduction; and**
4. **ASBOA is acknowledged.**

Information contained in these documents is for general reference purposes and should not be construed as legal advice. Jurisdictions should consult with their own legal counsel for the purposes of interpretation, modification, or implementation.

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

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 (updated August 2019) and as legislated in the *Education Act*.

Clean Up Tips

Recommended 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. It is recommended that sticky notes are not used 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
 - 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.

Naming Conventions

Purpose & Recommendation:

A file name is the chief identifier for an electronic record; consistency and accuracy within this system is key to successful records management. Properly named records enable efficient daily business operations and help to meet legal requirements.

The committee is recommending that jurisdictions adopt common naming conventions for student records to improve consistency and maintain a logical and predictable system of document names to better facilitate their storage and retrieval, even as students transfer between jurisdictions.

Suggested Format:

ASN#_LastName_FirstName_RecordType_AdditionalInformation

- Use the student's Alberta Student number as an identifier in the file name.
- Names: Write the name of the student, if required, using surname, separating last and first name using an underscore.
- Dates: When a date is necessary use the order of year, month and day e.g. YYYYMMDD
- If using acronyms or abbreviations, follow the format as listed on the PASI identified Student Document Type
- Avoid the use of symbols, e.g. ~ " # % & * : < > ? / \ { | }. Hyphens and underscores are permitted
- Do not use words that are excluded from searches, e.g. the, if, but, so, for, etc.

PASI Requirements

Uploading documents to PASI requires metadata to be added at the time of upload, either via manual entry or using information listed on a waybill. Metadata helps to identify records and aid in their retrieval.

Examples:

Following format:

ASN#_LastName_FirstName_DocumentType_AdditionalInformation

3025145210_Smith_Josie_BirthCert

- Metadata would include information such as
 - Category - Identity
 - Document Name - Alberta Birth Certificate
 - Document Date

3025145210_Smith_Josie_RegForm_Gr1-3_Historical

- Metadata would include information such as
 - Category - Admin
 - Document Name - Historical Student Documentation

3025145210_Smith_Josie_IPP

- Metadata would include information such as
 - Category – Individual Program Plans
 - Document Name - IPP
 - School Year
 - Document Date

3025145210_Smith_Josie_ELLSummaryReport

- Metadata would include information such as
 - Category – Second Language
 - Document Name - ELL Summary Report
 - School Year
 - Document Date

3025145210_Smith_Josie_RepCard

- Metadata would include information such as
 - Category – School Reports
 - Document Name - Progress Report / Report Card
 - School Year
 - Document Date

Retention and Disposal

PASI (Provincial Approach to Student Information)

- The mandated digital student record that is housed in PASI is kept in accordance with the Student Record Regulation (2019) *See the 2018 PASI Readiness Overview & Checklist (PASI)*
- [2018 PASI Readiness Overview & Checklist](#)
- [PASI Student Documents FAQ](#)
- [Manage PASIprep Digital Student Records User Roles](#)

PASI Retention and Disposal of Student Documents

Retention and disposal policies, procedures and system functionality exist within PASI to support the digital student record and student documents. All policies developed for retention and disposal of student documents within PASI are in alignment with the Student Record Regulation and Government of Alberta Document Management policies.

Should an organization wish to retain documents for a period longer than is prescribed in the Student Record Regulation, the organization is required to follow the outlined requirements within the Student Record Regulation to allow for this and should also implement their own policies, processes and procedures to manage student documents outside of PASI after the PASI retention period has passed.

Appendix 8.1.4 within the readiness checklist is available to provide you with additional considerations.

Retention

- Digitization of records and creation of metadata represent a significant investment in terms of time and money. It is important to realize that the protection of these investments will require the active management of both the image files and the stored metadata through a prescribed retention policy.
- Digitized business records retain the retention schedule they had in their original format.
- The retention period outlined in the Student Record Regulation applies to both paper and digital records.

School and Authorities should have a process in place to dispose of digitized paper records. The recommended retention period is 30 days to allow the completion of quality assurance prior to disposing of digitized paper documents.

The [Student Record Regulation](#) outlines the retention period implemented by PASI and is outlined below:

Section 4 (1)

“... a board shall keep a student record... for 7 years after the student ceases to attend a school operated by the board or until the student record has been forwarded to another school...” “Section 4 (2)

“... If a student transfers from a school in Alberta to a school outside Alberta, the board that operates the school from which the student transfers shall keep the student record containing the information ...for 7 years after the date the student would have been expected to have completed grade 12 if the student had not transferred from the school.”

There may be reasons why a school jurisdiction may choose to keep a student record longer than the requirements recommended in the Student Record Regulation.

- Refer to your school jurisdiction's policies, admin procedures, retention schedule.
- Legislation: FOIP, Limitation Act,
- Desire to be able to provide former students with records for government supports ie AISH

If a school jurisdiction wants to maintain the digital student record longer than PASI does, they will need to have a plan to download the required document from PASI before they are disposed of.

Retention of paper copies

According to PASI Student Documents - Frequently Asked Questions #11, once a digital document is added to PASI, other electronic and paper copies should be destroyed within 30 days. (Note the PASI's Steps to 2020 Digital Workflow say: 'Destroy paper 30-90 days after Quality Assurance'). PASI will become single source for student records. These practices will minimize the existence of duplicate documents and reduce risks association to FOIP legislation when multiple documents exist.

Disposal

Disposal of student documents within PASI has also been aligned with the requirements outlined within the [Student Record Regulation](#):

Section 5 (1)

"A board shall dispose of or destroy student records that are no longer required to be kept under section 4."

Section 5 (2)

"Student records shall be disposed of or destroyed in a manner that maintains the confidentiality of the information in the record."

Digital student documents that are housed in PASI will automatically be destroyed. Disposal within PASI is a permanent, complete disposal and physical deletion/erasure of digital documents once they pass their retention period.

Other documents

Schools create and keep a lot of information about students during their time in schools. Not all information goes into the Official Student Record. Jurisdictions need to develop a plan for handling the retention and disposition of these records. See Appendix A - Non OSR Student Information for a comprehensive list of student documents and how one jurisdiction handles them.

Other Platforms

Jurisdictions may have student information in other platforms besides PASI. Some examples are: PowerSchool; IRIS; Intellimedia; Dossier; Docushare; Laserfiche; etc. The information in PASI is considered the OFFICIAL student record.

FOIP Considerations

There are three pieces of legislation in Alberta that apply to the Student Record:

- [Education Act](#)
- [Student Record Regulation](#)
- [Freedom of Information of Protection of Privacy Act](#) (FOIP Act)

The FOIP Act governs how public bodies in Alberta collect, use, and disclose personal information. Under section 38 of the Act, public bodies must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction. Each jurisdiction should decide what reasonable security arrangements look like for them in relation to the digitization of students records, but the following are some FOIP-related issues to consider:

Access to Information in a Student Record

Section 7(1)(b) of the Student Record Regulation permits employees or agents of a board to review an OSR. Section 7(1)(c) of the Regulation permits the Minister of Education to access information from a student record for the purpose of carrying out any program or policy under the Minister's administration.

Section 40(1)(h) of the FOIP Act allows a board to share personal information with its employees if the information is necessary for the performance of their duties.

However, section 39(4) of the FOIP Act also specifies that a board may use personal information only to the extent necessary to enable it to carry out its purpose in a reasonable manner. This means that employees can view a student record if it is directly related to their work.

The PASI repository for digitized student records allows different avenues of access by school jurisdictions, students and parents, and third-parties.

Jurisdiction Access

If a student is enrolled in your school jurisdiction, then you will be able to see their entire digitized OSR in PASI. A jurisdiction will have access to a student's OSR as soon as a student is enrolled or pre-enrolled with that jurisdiction.

An "enrolled" student can be seen by more than one jurisdiction if enrolled in two places. If there is a priority school conflict, which occurs when a student has an active registration at more than one school, both schools would be able to access and view that student's OSR but only the school that uploaded a document to PASI will be able to edit or delete that document.

When a student transfers out of your jurisdiction and enrolls in a different school jurisdiction, you will only be able to see the documents you uploaded to the digitized OSR while the student was enrolled in your jurisdiction in PASI. Those documents are referred to as "linked-to-organization" documents (*i.e.*, progress reports, IPPs, *etc.*) Other jurisdictions will be able to change the relevancy of a linked-to-organization document but will not be able to delete it. Linked-to-organization documents can only be deleted by the jurisdiction who uploaded ("owns") them. The exception is Document Type Identity documents (*i.e.*, birth certificates, citizenship documents, *etc.*) which attach to the student not the jurisdiction that uploaded them.

Permissions to view the digital OSR are granted and managed by a jurisdiction's PASI Coordinator and are cumulative, meaning you need one level of access to get the next. PASI Coordinators are also responsible for removing access and should do so quickly when an employee leaves the jurisdiction, changes locations, or changes roles.

The access options are:

- View: a user can see all students in a school (contact information and learning needs)
- Contribute: a user can add documents to the OSR and edit those uploaded documents
- Manage: a user can manage and edit documents added by users in their jurisdiction
- Bulk: is highest level, allows uploading of documents in bulk (with or without a waybill).

Right now most jurisdictions have processes in place in relation to paper OSRs and their Student Information Systems (*i.e.*, PowerSchool, Maplewood, *etc.*) to ensure staff only have access to the information they require – they can view the OSR of students in their class only, for example.

In the PASI repository, access cannot be narrowed to classroom level or even grade level. The tightest level of access is an entire school. All teachers would have access to the entire OSR of every student in the school. PASI chose this level of permission by relying on teacher professionalism, however, it is important for jurisdictions to ensure all staff with access to digital OSRs have received FOIP training so they understand their responsibilities around the collection, use, and disclosure of personal information of students.

Student & Parent Access

The OSR in PASI cannot be accessed by students or parents via their MyPass log in. If students or parents request documents from the OSR, jurisdictions can pull those documents from the digital OSR in PASI and provide them to the student or parent, if the parent is permitted to view the OSR pursuant to section 7(2) of the Student Record Regulation and section 84(e) of the FOIP Act.

Third-Party Access

Alberta Student Link is the avenue for third-parties to request access to the digital OSR. PASI designed it for out-of-province school jurisdictions to request OSRs for students who have transferred to their jurisdiction, but it can also be used by healthcare professionals, lawyers, *etc.*, to request student records. It is not meant to be the way parents obtain access to records from their students' OSR.

When a third-party makes a request for records through Alberta Student Link, the jurisdiction in which the student is enrolled will receive an alert in PASI Prep. The jurisdiction receives the name and contact information of the third-party so they can verify whether the third-party is authorized to have access to the requested records.

If a jurisdiction approves a third-party's request to access records, Alberta School Link will send a secure link to the third-party. The secure link will be valid for 14 days to allow the third-party to download the records they desire. After 14 days the third-party will need to request access again through Alberta Student Link.

Access to records through Alberta Student Link is all or nothing. If a third-party is given access they can see and download every record in the student's digital OSR. It is not possible to pick and choose what a third-party requestor can and cannot view and download.

For example, if the third-party is seeking report cards and attendance records, access through Alberta Student Link would also allow them to download identification documents (*i.e.*, citizenship papers, parent work visa, *etc.*) or custody orders, psychological-education assessments, *etc.*

School jurisdictions should **exercise extreme caution** when verifying and approving a third-party request for access to an OSR. Jurisdictions can choose to deny a third-party's request for access through Alberta Student Link, and instead choose to provide the relevant documents to the third-party themselves. This would control and restrict the access a third-party would have to a student's OSR.

School jurisdictions can look up third-party requests made through Alberta Student Link and see a list of requestors who were granted access, which records they downloaded and when, as well as requestors who were denied access and why. Through MyPass, students can see if someone was approved for access to their record. The third-party's name, organization, and when access was granted would be visible to the student.

FOIP Requests - Custody and Control of Records

The FOIP Act allows, subject to limited and specific exceptions set out in the Act, individuals to:

1. request access records in the custody or under the control of a public body in Alberta;
and
2. request access to personal information about themselves that is held by a public body.

Even though OSRs will be scanned and stored in the PASI repository, and retention will be handled by PASI, when a student is enrolled with a jurisdiction that jurisdiction manages the records in an OSR and is considered to have custody and control of the records. That jurisdiction, and not PASI, will be responsible for responding to requests for information made under the FOIP Act.

Digitization Technical Requirements

Technical specifications aligned to the digitization requirements should be documented and implemented. The quality of equipment and software used in digitizing significantly affects the capability to support appropriate technical standards. The hardware chosen for a digitization project should be maintained according to a regular maintenance program. Scanner equipment should meet the specifications required by PASI for Digital Student Record.

All source records should be scanned at a minimum of **300 DPI** and must be output to **PDF**.

Compression - reduces the size of the digitized record to enable efficient storage and easier transmission. Digitized records may be lossless or lossy:

- **Lossless compression** reduces the size of the digitized record, to approximately half its original size, with no loss of quality and is preferred for high quality reproduction purposes.
- **Lossy compression** is suitable for digitized records that don't require a high-quality reproduction such as photographs where minor loss of accuracy is acceptable to achieve a substantial reduction in size.

The technical specifications of acceptable formats as per GOA Digitization Technical Requirements Standard are:

Class	Tonality	Bits	Compression
Black and white documents or Microform	Bitonal	1	Lossless
Colour documents	Bitonal or Color	24	Lossy or Lossless

Greyscale works great for handwritten records because details display better than a bitonal scan.

Quality Control of Source Documents

The purpose of Quality Control is to ensure that the digitized record mirrors the physical record. Errors can occur during digitization due to scanner mis-feeds or poor-quality physical records. For the documents to proceed through an appropriate and auditable imaging procedure, the items should undergo Quality Control checks in the following areas:

- Document selection
- Document preparation
- Quality of the scanned/re-scanned product

Quality checking should include ensuring the readability of the output images and that the number of physical items scanned is equal to the number of images produced. Any enhancements of the image (e.g. de-speckling, de-skewing) should be used with caution as they may be deemed as altering the original document by the courts.

Quality Control techniques may include:

- Count the number of pages of the digitized records and ensure they match the number of pages of the Physical Records. Be aware of blank pages in the digitized record that can count as a page



- If multiple documents are digitized in a single batch, capability to separate individual digitized documents should be assured
- Ensure images are in the correct order
- Ensure page alignment is correct e.g. physical record orientation (portrait/landscape), rotation, image skew, cropping etc.
- Check for completeness and accuracy of detail e.g. readability, text clarity, sufficient capture of punctuation marks, etc.
- Check for scanner generated speckle e.g. speckle not on the original document
- Check for density of solid black areas. An example of where this is problematic is if a physical record has highlighted text, the digitization could black out the text
- Remove blank pages

Metadata/Indexing Requirements

Metadata should be captured and managed to prove that records are complete, accurate and trustworthy. Metadata/indexing should be retained for at least as long as the records to which they relate are retained. Wherever possible metadata should be inherited from system. The digitization process includes four phases where Indexing should be applied.

These phases are:

- Image capture (scanning)
- Image re-capture (re-scanning)
- Quality Assurance
- Data Transfer

There are two types of Indexing information:

Biographical information deals with the lifecycle of the image file and relates to the context of the image and file properties that should be captured, logged, and certified during the digitization process.

Bibliographical information relates to the content and context of the record. This information should be captured and then associated with the image, preferably by automated means or by manual data entry during the digitization process.

PASI Metadata Elements

The following are the metadata requirements for loading of documents into PASI as per section 2.3.1 in PASI Readiness Overview:

- Alberta Student Number – a number used to uniquely identify each student.
- Document Type – identifies the type of document that is being added to the student (must align with a predefined list of acceptable document types within PASI)
- Title – the commonly known as name for the document from the user’s perspective
- Relevance – a true or false value that indicates if the document is relevant within the complete student record and should be reviewed as part of the initial student record review
- Document Language – indicates the language of the content of the document (English, French, other)
- Document Date - represents the date that the document was generated on or attributed to
- Document Expiry Date – the date the document expires
- Linked to School Year – reflects that school year that the document pertains to.
- Quality Assurance Already Performed – a true or false value that indicates if quality assurance has already been completed on the document
- Original File Name – the original file name as it was loaded to PASI
- Linked to Organization – a K to 12 organization that the document belongs to and is linked to in PASI
- Text Searchable – a true or false value that indicates if text character recognition and searching is available for the document
- Digitized – a true or false value this indicates if the electronic document was created from a hard copy document
- Exempt from QA – a true or false value that indicates the document is considered exempt from quality assurance

Re-Capture Image

The re-capture is required if the images and associated Indexing fails the quality control. When errors are found in the initial digitized record, it is mandatory that the physical record be re-digitized. Upon re-digitization of the physical record the digitized record will have to go through the quality control step again and the process repeated until no errors are detected.

Optical Character Recognition (OCR)

Optical Character Recognition is the process of converting digitized records into machine encoded/computer-readable text. This process allows digitized records to be searched using keywords.

Third Party Vendor List:

The following vendors offer digitization services, devices, and software. ASBOA does not endorse these vendors and the list is not all inclusive:

- Laserfiche
- SharePoint
- Xerox DocuShare
- Consentia
- Iron Mountain
- West Canadian

School Divisions can complete an application with Alberta Education to have access to their vendor list. The application can be found on the PASI Community Site.

Policies, Procedures and Guidelines Checklist – What to Consider When Creating Yours

1. New Student Record Regulation September 1, 2019
 - a. Cross reference
2. Outline staff access to the OSR and how that is managed and executed
 - a. Example:
 - i. Teachers - View
 - ii. School Office Support - Contribute
 - iii. SIS team - Manage
 - iv. IT - Bulk Upload
3. PASI Digital Student Record is the official student record.
 - a. Original paper OSR should be destroyed 30 days after Quality Assurance has been completed in PASI.
 - b. A destruction certificate should be created when the original paper OSR is destroyed.
 - c. PASI will manage the retention and destruction.
4. Any other copies are considered courtesy copies and should be destroyed when no longer in use.
 - a. This includes printed and digital copies in part or as a whole.
 - b. If copies are created, how are they being managed?
 - i. Retention
 - ii. Permission
 - iii. Safeguarding personal information
5. How to manage records that are not part of the OSR.
 - a. Examples:
 - i. Secondary Student Files, Confidential File, Administrative File
 - ii. Discipline File
 - iii. Counselling File
 - iv. Special Education File
 - b. Transferring internal documents between division schools
 - c. Managing access of these students

6. Guidelines (ex. Retention Guidelines) need to be updated
 - a. Student Record Regulation retention should be adopted for OSR (Student Record Regulation, Section 4(1))
7. How will an OSR request be managed once in PASI
8. How will an OSR be requested once in PASI
9. Managing disclosure and access of Student Records
 - a. Third party requests
 - b. *Freedom of Information and Protection of Privacy Act* (FOIP) requests
 - c. Parent, Legal Guardian and/or Student access

Case Studies

Chinook's Edge School Division No. 73

Chinook's Edge began their student record digitization journey with their [plan to clean up student paper files](#). With 42 schools and over 11,000 students they knew that this would be an onerous task for school office staff. Their original plan was to digitize all grade 10 files between March and August of 2019. Then starting in the summer of 2020, they planned to clean all the transfer files and send them to division office for scanning and uploading into PASI. As the work progressed, they decided to add additional resources and they came up with a plan to get all of the division's historical student records (K to 10) into PASI by December 2019. They already had two temporary employees in place finishing up the digitization of the division's personnel files. Once the personnel files were done, these employees moved onto sorting and scanning student files. A third temporary employee was added. Meanwhile, they were working on processes to ensure digitally born documents stayed digital and made their way into PASI.

- For attendance, IPPs and report cards, they built a process where each school generates the reports from PowerSchool and Dossier and then uploaded them into the division's records repository in Laserfiche. Laserfiche workflow would then split the school's PDFs into individual attendance records, IPPs and report cards, add the metadata, and be ready for division office staff to transfer them to PASI student records.
- For registration forms, they implemented an online registration process and demographic update process. If these documents needed to be digital, it was more efficient if they started as digital and stayed digital. For this, they contracted with School Engage. They began by using some pilot schools for kindergarten registrations and then expanded this to the whole division.

Chinook's Edge was in a position to move this project forward quickly. They already had 5 years of experience digitizing other records using the capabilities of their Enterprise Content Management system, Laserfiche.

Elk Island Catholic Separate Regional Division No. 41

In 2013/2014, EICS embarked upon a 20-month process of digitizing our student records.

During this process, we had a team at board office (2 people, approximately 1.5 FTE) who would collect all of a school's records, then would split them into broad categories of document, scan those broad categories in as a single PDF, then save them in DocuShare (the tool we were using to hold the records).

DocuShare as a tool mimicked the structure of the paper folders it replaced in that all teachers/office staff had access to the records, just as staff used to have physical access to the file room. However, most access was read only, with a separate workflow implemented to enable people to add to the record as needed.

Over the next few years Elk Island Catholic learned a number of lessons including:

1. Initially, documents in a category added to the record at a later time were “bundled in” with existing documents of that category. As people used the records more and more, however, general feedback found that documents were much more useful if they were kept as separate, searchable files instead of bundled together.
2. In the initial rollout, little thought was given towards how to mass archive documents efficiently. Even though Autostore (our filing tool) supported mass archiving, it was after the rollout finished that we started to fully realize the inefficiency of the way we used it for the archive process, and invest time in the workflow changes needed to enable effective mass archiving.
3. When we absorbed a home school program later, and had a full school worth of records to absorb, we tried leveraging part time staff for the scan project (this time directly into PASI as we were migrating to that repository), but were not able to get the same level of perceived efficiency as we had prior. With PASI requiring the identification of more metadata and more split apart records, the process was taking much longer than hoped for.
4. We have instead chosen to try working with an external vendor for this final set of mass scans, which is scheduled to occur during the summer.

Digitizing Student Records can make them smarter:

- PASI contains functionality for performing Quality Assurance, an excellent feature for potentially catching misfiled documents and/or examples of poor practice which could benefit from review
- PASI contains a dashboard, which connects specific documents (IPP's, ESL documents, etc.) with specific codes, and presents a valuable at-a-glance summary of the most valuable information relating to a given student
- PASI has core alerts which appear, identifying when documents for a given student are missing in certain circumstances
- What PASI lacks is detailed, aggregate reporting.

Over several years of digital records management, the most difficult challenge has been identifying when something is NOT present in a record - such as a class of report cards which didn't get uploaded, or a student missing an ISP, etc.

If PowerSchool contains the metadata associated with the digital records and can link directly to documents, it now becomes possible to do things like the following:

- Generate reports identifying which students have certain categories of documents and the issued dates/school year metadata for those documents. (e.g. for a given set of students, identify which ones have a 2019 ISP already uploaded, or have a report card uploaded for the current term, etc.)
- Generate immediate alerts when a student enters the school, similar to what PASI is attempting to do with their student dashboard, but in a way that is proactive.

Overall Value Equation

- The digitization of student records can yield significant cost savings.
- Initial estimated cost of a paper SRP: \$37.50 per student per year.
- Immediate benefits from digitized records: \$6.56 per student (slide 6) and the pedagogical benefits of **instant** access to records.
- Once records are digital, additional benefits upwards of \$14.20 per student can more easily be realized when integrating with other tools.

- The hardest values to estimate are related to the mass audit and workflow capabilities **which are all but impossible with paper records**. The risk mitigation and data aggregation benefits are estimated here as a baseline worth of \$5.00 per student.

[Elk Island Catholic Schools business case for Digital Student Records.](#)
[Elk Island Catholic – PASI Student Record Document Handling Processes](#)

Grande Prairie Catholic Separate School District No. 28

Grande Prairie Catholic Schools has expertise in Microsoft Office software and Adobe so our process uses the programs we use most often. Part of our approach was to treat the ASN the same as a serial number, customer number or invoice number. Some procedures were developed through research while others were adopted from other Jurisdictions. In 2 or 3 separate steps we were able to develop an In-House process and can bulk upload documents or upload individual documents manually if needed.

Our Approach

- Only digitizing current Active student records.
- PASI will be our Digital Student Record System.
- New Registrations as of April 1 2019 are Digital.
- Remaining Student Records will be digitalized before January 2020. Not digitizing last 2 grade levels of the school. Example High School is not digitizing current Grade 11 and 12. Does not include feeder schools.

PART A: Research and Discussion

Digital Record Committee: Committee included input from members across many different departments. Principal, Secretary, Teachers, IT, CST, Administration, Special Education, Early Learning.

Through Committee group discussions and research, a list was compiled of all the various document types contained in a Student Record. The documents types were then Categorized accordingly.

PART B: Management of Current Active Physical Student Records.

The Clean-Up: Documents sorted into sections and categories. Staples removed, duplicates removed, scanning metadata report added. A document was provided to schools detailing specific cleanup details.

The Contents of every student record was classified as either **Required** or **Secondary**. A second file was added to the student record for 'Required' documents. When ready to scan this is the file that will be removed and scanned.

Required folder: Contains documents as per Alberta student record regulation

Required documents further separated into 7 sub-categories named:

Documents; Report Cards; SLA/PAT; IPP/IELP/Action Plans; Assessments; Misc; Suspension/Expulsion

Secondary folder: Other GPCSD internal documents that are not required as per regulation but still have administrative value in our district.

The 'Secondary' Student file will remain at school. Transferred within District only. IF student transfers out of our District the school retains file for one year then shreds.

PART C: Classification of Documents

Every student document is on an upload schedule.

- Uploaded Yearly?: Y/N
- Upload Frequency: During Registration, Yearly, One Time, As Needed.
- Upload Method: Bulk, School Manual, Integrated

Every student document is mapped to a PASI Categories, PASI Document Types and other elements like: Requires date, expiry date or year.

PART D: Uploading to PASI workflow

We are using a combination of different software that work together to create the waybill to bulk upload to PASI. The process allows us to bulk scan multiple students as one entire file that we can bulk upload to PASI.

Software Using:

- PowerSchool Object reports: Student Record category cover sheet
- Adobe Acrobat Pro DC
- Plugin for Adobe Acrobat Pro DC called 'Evermap' that can merge documents and separate with OCR and Zonal
- OCR
- Excel Developer to create metadata and waybill

WORKFLOW

1. Schools print and adds cover sheet to front of each student document category. Report generated by Powerschool object reports.

StateProvinceId: [REDACTED]	FILENAME: [REDACTED]	HistDocSchRpt	StateProvinceId: [REDACTED]	FILENAME: [REDACTED]	HistDocIden
Legal Name: [REDACTED]			Legal Name: [REDACTED]		
Preferred Name: [REDACTED]			Preferred Name: [REDACTED]		
Grade: 99			Grade: 99		
GPCED Category: Report Card FraR - 12/ Attendance			GPCED Category: Documentation		
PASI Category: School Report			PASI Category: Admin		
Document Title: HistoricalReportCards			Document Title: HistoricalIdentificationDocuments		
Document Name: HistoricalSchoolReports			Document Name: Historical Identification Documents		
Document Type: HistDocSchRpt			Document Type: HistDocIden		
ASN: [REDACTED]			ASN: [REDACTED]		
Home Room: SJ-BoscoC			Home Room: SJ-BoscoC		

2. Schools Clean files and separate documents into 2 files. Required or Secondary
3. SCAN: Our scanners have OCR capability. Scan Templates setup.
4. Schools remove the documents in the **Required** folder. Can bulk scan multiple students 500 to 1000 pages at a time. Can create multiple pdf files that can be merged later if needed. The Adobe process later will separate pdf into separate student files. Note: Must scan using OCR
5. Board Office: Using Adobe Plugin 'Evermap' can separate the pdf file into separate student files. PDF is separated based on File name on cover sheet.

6. Create waybill: Use excel to fill in required elements.
 - a. Can copy the file names from window folder and paste in Excel.
 - b. File name can be separated in excel to become the state province id and the document type
 - c. Other columns can be mass filled based on file name.
7. Create the zip file and upload to PASI

Other: To assist with validation we have a log sheet to track what students were scanned and what categories each student should have.

Schools do not re-file the scanned documents, they are boxed and securely stored until scanning validation is done and they are successfully uploaded to PASI. Then they are shredded.

PART E: What is next?

- Vendor Integration: PowerSchool and Intellimedia
- Training for staff requiring access to Digital records. Create extranet accounts

Procedures to Finalize

- Does District still need Notification of Transfer or request for Student Record?
- Can a school still upload documents after student transferred out?
- Working with other vendors to have all documents in electronic form.
- School level process to manage documents for mid year transfers.
- Adobe has built in method to separate files by bookmark. This will work well to bulk upload report cards and other electronic reports.

Link to Resources/Source Documents

[Student Record Regulation](#)

[Alberta Education Act](#)

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

Documents:

- 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

Non OSR Student Information

Schools create and keep a lot of information about students during their time in schools. Not all information goes into the Official Student Record (OSR). Schools should create admin files to store this information and keep for the duration that students attend the school plus 1 more year. This information needs to be maintained and disposed of according to various operational requirements as it may have value for the school.

As per the FOIP Act, students have a right of access to their information whether it is student records, admin files, working files etc. therefore professional judgment and discretion must be exercised when creating and maintaining this information.

Note: This is a sample guide of non OSR records. It does not cover all possible non OSR records nor is it final. Please only consult the online version of this document.

Document Type	Guidelines: For some records, schools have to decide for how long they are to be retained. It could be as long as the student attends the school <u>plus 1 more year</u> . <i>Yearly forms should be kept for Current + 1 school year in binders and then destroyed following the destruction procedure</i>
Accident reports	Keep it in a binder. After 1 year send to Records Management with Field trip records. Retention is 17 years
Anecdotal statements regarding behaviour issues	Admin File
Behaviour contracts	Admin File
Behaviour tracking	Admin File
Booklets used by OTs, PTs, behavior therapists, reading specialists, psychologists and other professionals to assess a student	Admin File Only the report written by the specialist belongs in the student record, not the booklet.

<p style="text-align: center;">Document Type</p>	<p>Guidelines: For some records, schools have to decide for how long they are to be retained. It could be as long as the student attends the school <u>plus 1 more year</u>. <i>Yearly forms should be kept for Current + 1 school year in binders and then destroyed following the destruction procedure</i></p>
Bus misconduct	Current + 1 year (if there are ongoing issues regarding a particular student, then Principal should remove all bus misconduct reports from binder and file in the admin file for further action.
Benchmark Tracking Sheets	Admin File
Consent for publishing or using student's information/image or media coverage	Current + 1 year
Course planning notes	Admin File
Course selection sheets	Admin File
Course withdrawal	Admin File
Daily attendance reports	May be kept for Current + 1 year.
Demographic form	Current + 1 year
Digital citizenship form	Current + 1 year

<p style="text-align: center;">Document Type</p>	<p>Guidelines: For some records, schools have to decide for how long they are to be retained. It could be as long as the student attends the school <u>plus 1 more year</u>. <i>Yearly forms should be kept for Current + 1 school year in binders and then destroyed following the destruction procedure.</i></p>
Disciplinary notes	Admin File
Duplicate or multiple copies	Shred
E-mails between school staff	Admin File
ESL tracking sheets	Admin File
Extended absence notice	Admin File
Fax confirmation sheets	Admin File
Field trip permission/consent forms	After 1 year send to Records Management for storage. Retention is 17 years
Functional Assessment Checklist for teachers and staff	Admin File
Letters from parents to Principal	Usually does not belong in the Student Record unless it is health information, or an assessment or evaluation that the parent wants placed in the Student Record

<p style="text-align: center;">Document Type</p>	<p>Guidelines: For some records, schools have to decide for how long they are to be retained. It could be as long as the student attends the school <u>plus 1 more year</u>. <i>Yearly forms should be kept for Current + 1 school year in binders and then destroyed following the destruction procedure</i></p>
<p>Letters from the school regarding whether a student is entitled to admission</p>	<p>Admin File</p>
<p>Letters home, unless they are in regards to a suspension, expulsion or attendance issue.</p>	<p>Admin File File attendance letter in OSR Keep suspension letter for 3 years</p>
<p>Letters regarding costs that a student may have incurred at the school (damage re-imburement)</p>	<p>Admin File</p>
<p>Notes and observations about the student that are not used in program placement decisions</p>	<p>For the exclusive use of a teacher, teacher's assistant, counselor or Principal – may be kept in Admin file</p>
<p>Parent/Guardian declaration of commitment to program (usually at TLC Schools)</p>	<p>Admin File</p>
<p>Parent questionnaire</p>	<p>Admin File</p>
<p>Parent request for copies of record/letter for CRA or for any other reason</p>	<p>Admin File</p>
<p>Parent viewpoint</p>	<p>Admin File</p>

<p style="text-align: center;">Document Type</p>	<p>Guidelines: For some records, schools have to decide for how long they are to be retained. It could be as long as the student attends the school <u>plus 1 more year</u>. <i>Yearly forms should be kept for Current + 1 school year in binders and then destroyed following the destruction procedure</i></p>
<p>Personal counseling records of a sensitive nature</p>	<p>Can only be put in the Student Record if the information is necessary for the safety of staff and students</p>
<p>Proof of address</p>	<p>Verify and return to parent. Do not keep copies of documents shown as proof of address</p>
<p>Reports or investigation records relating to the student under <i>the Child, Youth and Family Enhancement Act</i></p>	<p>Admin File</p>
<p>Request for Student Record from other schools</p>	<p>Keep it in a binder for current + 1 school year</p>
<p>Request letter/responses for information</p>	<p>Admin File</p>
<p>Requests for accommodation of student with special diploma examination writing needs</p>	<p>Admin File Only the letter from Alberta Ed in OSR</p>
<p>School fees notices (overdue fees)</p>	<p>Admin File</p>
<p>SIRS Add Modify Delete form</p>	<p>Admin File</p>
<p>SNAP-IV Teacher and Parent Rating Scale</p>	<p>Admin File</p>

<p style="text-align: center;">Document Type</p>	<p>Guidelines: For some records, schools have to decide for how long they are to be retained. It could be as long as the student attends the school <u>plus 1 more year</u>. <i>Yearly forms should be kept for Current + 1 school year in binders and then destroyed following the destruction procedure</i></p>
Student drawn pictures (artwork)	Give to student or shred
Student health plan	Current + 1 year
Student refund forms	Admin File
Student requests for items not related to learning	Admin File
Student self-assessment and goal setting sheets	Counseling file/Admin File
Teacher referral form for TLC program	Admin File
Test or work booklets e.g. testing booklets for HLAT's, Canadian Test for Basic Skills, I.Q. Tests, etc.	Admin File
Transportation forms	Current + 1 year
Trespass letters and notices to parents	Admin File

<p>Document Type</p>	<p>Guidelines: For some records, schools have to decide for how long they are to be retained. It could be as long as the student attends the school <u>plus 1 more year</u>.</p> <p><i>Yearly forms should be kept for Current + 1 school year in binders and then destroyed following the destruction procedure</i></p>
<p>Writing samples</p>	<p>Admin file or return to student or shred</p>
<p>Young offenders references (letters/reports/correspondence)</p>	<p>Anything that identifies the student as a 'young person' as defined in the <i>Youth Justice Act</i> <u>cannot</u> be kept in the Student Record. These documents likely belong in the Admin File.</p>