

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 guide does not cover all 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
Application to programs	Admin File
Behaviour contracts	Admin File
Behaviour tracking	Admin File

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Booklets used by OTs, PTs, behavior therapists, reading specialists, psychologists and other professionals to assess a student	<p>Admin File</p> <p>Only the report written by the specialist belongs in the student record, not the booklet.</p>
Bus misconduct	<p>Current + 1 year</p> <p>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.</p>
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	Shred at the end of the school year

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Digital citizenship form	Current + 1 year
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

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	assessment or evaluation that the parent wants placed in the Student Record
Letters from the school regarding whether a student is entitled to admission	Admin File
Letters home, unless they are in regards to a suspension, expulsion or attendance issue	Admin File File attendance letter in OSR Keep suspension letter for 3 years
Letters regarding costs that a student may have incurred at the school (damage re-imburement)	Admin File
Notes and observations about the student that are not used in program placement decisions	For the exclusive use of a teacher, teacher's assistant, counselor or Principal – may be kept in Admin file
Parent/Guardian declaration of commitment to program (usually at TLC Schools)	Admin File
Parent questionnaire	Admin File
Parent request for copies of record/letter for CRA or for any other reason	Admin File

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Parent viewpoint	Admin File
Personal counseling records of a sensitive nature	Can only be put in the Student Record if the information is necessary for the safety of staff and students
Proof of address	Verify and return to parent. Do not keep copies of documents shown as proof of address
Reports or investigation records relating to the student under <i>the Child, Youth and Family Enhancement Act</i>	Admin File
Request for Student Record from other schools	Keep it in a binder for current + 1 school year
Request letter/responses for information	Admin File
Requests for accommodation of student with special diploma examination writing needs	Admin File Only the letter from Alberta Ed in OSR
School fees notices (overdue fees)	Admin File
SIRS Add Modify Delete form	Admin File

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SNAP-IV Teacher and Parent Rating Scale	Admin File
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

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Trespass letters and notices to parents	Admin File
Writing samples	Admin file or return to student or shred
Young offenders references (letters/reports/correspondence)	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

SAMPLE