

Student Record Regulation

How the law informs
your work



ASBOA

The [Education Act](#) sets the legal framework

And the [Student Record Regulation](#) is a regulation of the Act. It has the same force and effect as the *Education Act*.

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Who does the student record belong to?

Who has access?

Who adds content?

Who fixes mistakes?





Who is responsible for the student record at your school or division?

What does your policy say?

Make sure your division's policies and regulations appropriately assign these duties.



What belongs in the Student Record?

Information included in student record

2(1) The student record for a student or child must contain all information affecting the decisions made about the education of the student or child that is collected or maintained by a board or an early childhood services program private operator, regardless of the manner in which the student record is maintained



Categories of information collected

Registration

- Vital Statistics documents (name, age, gender, DOB, citizenship, lawfully admitted to Canada)
- Demographic information (parent, address, phone number, email)
- Proof of guardianship and any documents evidencing limits on the guardianship
- Resident board
- French language entitlement
- Self Identification as Status Indian/First Nations, Non-Status Indian/First Nations, Metis or Inuit



Academic Assessment

- (k) an annual summary, or a summary at the end of each semester, of the student's or child's achievement or progress in the courses and programs in which the student or child is enrolled
- (l) the results obtained by the student or child on any
 - (i) provincial assessment under a program established by the Minister,
 - (ii) diagnostic test administered by a board or an early childhood services program private operator, and
 - (iii) standardized tests, under any testing program administered by a board or an early childhood services program private operator to all or a large portion of the students or children or to a specific grade level of students,
- (q) an annual summary of the student's or child's school attendance,



Students with Special Needs

Accommodations

- (m) any accommodation or exemption in respect of a provincial assessment under a program established by the Minister,

Individual Assessments - with lots of rules

- (n) in relation to any formal assessment or evaluation administered individually to the student or child by a board or an early childhood services program private operator,
- (o) in relation to any formal intellectual, behavioural or emotional assessment or evaluation requested by the student's or child's parent and administered to the student or child by an independent party,

Health Information

- (p) any health information that the parent of the student or child or the student or child wishes to be placed on the student record,

IPPs

- (4) If an individualized program plan is specifically devised for a student or child for a school year, the plan and any amendments to the plan must be placed on the student record of that student or child in addition to summaries of all individualized program



Discipline

(r) in the case of a student, subject to subsection (2), information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the Act,

Removal of Suspension and Expulsion records

(2) Information referred to in subsection (1)(r) must

(a) be retained on the student record for a student for at least one year after the date on which the suspension or expulsion began, and

(b) be removed from the student record for a student not later than 3 years after the date on which the suspension or expulsion began.



NOT to be included

Notes and observations not used in program placement decisions

A report or investigation record relating to the child or student under the *Child, Youth and Family Enhancement Act*

Counselling records - personal sensitive or embarrassing unless...the information is in the public interest or necessary to ensure the safety of students and staff

Any information that identifies a student as a young person as defined in the Youth Justice Act or the Youth Criminal Justice Act (Canada) and all information relating to that student in that capacity



Secondary file

What is the purpose?

Have a retention schedule

Determine clarity around what belongs

Access restricted to school administrator
responsible for that student

Transfer protocol

Clarity of process is critical

Remember all records are responsive under
the FOIP Act



What errors are worth correcting?

And how do you get help?



How do you know what to file on the student record?

Set an index or standard to help everyone stay on the same page - Alberta Education provides a starting point with the [document guide](#) (developed by the ASBOA records management committee).

As you process a student record, ask the [following questions](#) and be critical:

- Is this record about this student? (Y)
- Is it already on the student record? (N)
- Is it a forbidden record type? (identifies the student under CYFEA or Young Offenders) (N)
- Is it a standardized test that is applied to a grade level or all students by the division? (Y)
- Is it a anecdotal/observation low level record? (not a summary document) (N)
- Is the record the actual assessment rather than the summary report for special needs? (N)
- Identify the record type on the index or standard, file the record accordingly.

Records that do not fit the criteria for the Student Record may be kept in an administrative file at the school, or may qualify for destruction; check with your division's processes to be sure.



Resources

If you need more information:

Association of School Business Officials of Alberta (ASBOA) Website:
asboalberta.ca

- Go to Public Resources/Toolkit to find:
- [Digitization Guideline and Toolkit](#)
 - Recording of this Zoom presentation
 - Copy of the slides from this presentation
 - Guide to Filing Student Records
- [Model records Retention Schedule Guidelines and Toolkit](#)



Presenters:

Your presenters today represent a diverse breadth of experience with student records and include:

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THANK YOU

See the Public Resources section on the
Association of School Business Officials of Alberta website

asboalberta.ca



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