



STUDENT RECORDS

Background

A student record shall be maintained for every student attending a school in Golden Hills School Division for the purpose of recording and monitoring each student's educational progress.

Procedures

1. A cumulative record in hard or digital copy shall be maintained by the school for each student. Each student's record shall meet the requirements of Student Record Regulation 225/2006. Refer to **Appendix 320-A: Cumulative File Checklist** for an order and outline of requirements.
2. The Principal of the school the student is attending shall ensure that accurate data is collected, entered on the student's cumulative record and kept current. A birth certificate or other legal documents proving identity and 911 address, legal land location or residential street address shall be required for those students new to the attendance area of the school.
3. Written consent of the parents shall be included in the student's cumulative record prior to a student receiving educational assessments, ongoing support from family/school/community resource councillors or placement in any special education program.
4. In the case where a student transfers to another Alberta school, at the request of that new school, the student cumulative file will be sent (see **Appendix 320-A: Cumulative File Checklist**). For transfer schools outside of Alberta, a copy of the cumulative file will be sent, but the original copy will be retained and stored.
5. In accordance with Alberta Education Regulations, student records shall be stored for at least 7 years after the student ceases to attend a school operated by the Division, or until original records have been transferred to another school in Alberta, or for at least 7 years after the student is expected to graduate in the case of a transfer outside Alberta.
6. In accordance with Student Record Regulation 225/2006 parents have the right to review their child's record. Principals shall accommodate parental request by coordinating a parent meeting with suitable staff members. Following a review meeting, parents can request a copy of the file.

References:

- [School Act, R.S.A. 2000, C. S-3, S. 15, 23, 39, 40, 41, 43, 60, 61](#)
- [Student Record Regulation 225/2006 S. 33, 39, 40,](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Freedom of Information and Protection of Privacy Regulation 186/2008](#)
- [Information Bulletin on Standards for Special Education](#)
- Appendix 320-A: Cumulative File Checklist
- Form 320-1: Missing Documentation from Student File



Cumulative File Checklist

The following sections should be used to organize the student's file **in the order that they are listed below**:

1. Registration Documentation (all documents below must be present in file):

a. School Administration Documents

- Demographic forms (most recent on top)
- **Form 300-1: Registration Form**
- Birth certificate/proof of citizenship
- Attendance summaries (most recent on top) – required in this category if not already included on the report card
- Formal Attendance Board communication
- Alberta Student Number (ASN) certificate – if there has been one printed. The ASN recorded on the student's file is sufficient if the certificate isn't in the student's file.

Missing Documentation Form:

- Any documents missing from Section 1a must be recorded on the **Form 320-1 Missing Document Form**. In the event of a missing birth certificate/citizenship document or legal document (e.g., court order), school staff should continue to contact parents/guardians until the document is received.

b. Legal Documents (if applicable)

- Enforced court-related documents to custody and guardianship and parental access (most recent on top)
- Children's Services (e.g., temporary guardianship order)
- Other court documents impacting school programming, placement, student department or attendance (e.g., pertinent probationary conditions or restraining orders)

2. Assessment and Programming (All documents below must be present in file.)

a. Report Cards

- School yearly final report cards (most recent on top)
- PAT/SLA results
- Special program/intervention reports

b. Specialized Support Documentation (if applicable)

- Individualized Program Plans (IPPs)
- Instructional Support Plans (ISPs)
- Behaviour Support Plans (BSPs)
- Success in School Plans (SISs)
- Special Ed Change of Code Form
- Medical Management Plan Template

c. Specialized Assessment Information (if applicable)

- Non-teacher (e.g., psychoeducational assessment, OT, SLP)

d. Releases and Permission Forms (if applicable)

- Special programs (e.g., Early Intervention, Family/School/Community Resource Counselling Program)
- Consent to Obtain/Disclose Information
- Independent student consent for release of personal information to parent or legal guardian

- Non-teacher (e.g., psychoeducational assessment, OT, SLP)
- e. Pertinent Correspondence and Notes** (if applicable)
 - Suspension letters (must be kept for a minimum of one year and no longer than three years)
 - Health information or professional medical correspondence and appropriate forms related to
 - o **AP 312: Students with Severe Medical Conditions**
 - o **AP 313: Emergency Medical Treatment**
 - o **AP 314: Administering Medical Treatment**
- f. ELL (English Language Learner) Yellow Folders** (if applicable)

3. Types of documents to be removed from cumulative record (and destroyed):

- Transportation forms
- Home Logic consent forms
- Teacher assessments (e.g., reading assessments, curriculum tests/quizzes)
- Kindergarten vision screeners
- Anecdotal notes or observations
- Duplicate documents
- Rating scale protocols completed by teachers for professionals
(Originals should be sent back to the professional and no copies should be made.)
- If you find documents from psychoeducational assessments (e.g., WISC/WIAT protocols, completed history forms) please give them to your Ed. Consultant to be stored in the proper location.
- Any other documents not described in Categories 1 or 2 above
- Records relating to the students under the *Child, Youth and Family Enhancement Act*
- 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



Missing Documentation from Student File

Student Information

	Last Name:	First Name:
Student		
Parent 1		
Parent 2		

Name of Person(s) making contact:

Name: _____

Title: _____

Type of Missing Document:

- Birth Certificate
- Passport
- Canadian Citizenship Certificate
- VISA or document stating the permanent or temporary residence in Alberta
- Other: Please specify _____

Requests for Documentation: Please record ALL requests.

- With Registration*
Dates Requests were made:

- By Phone*
Dates Requests were made:

- In person when parent is at school*
Dates Requests were made:

- By mail (Letter sent to request documentation)*
Dates Requests were made:

- Other: Please specify.*

Dates Requests were made:
