

## **Background**

A student file is created when a student registers at a school that is recognized by Alberta Education. Cumulative records and other student and school records pertaining to a student are the sole property of Pembina Hills Public Schools.

An official cumulative record must be maintained for each student in the Division. Each file will be reviewed annually and updated as necessary in order to provide an accurate record of the student's education. All information in student records shall be treated as confidential and accessible only to the student and his/her parents/guardians and school division staff/contractors who are directly involved with the student's program. In addition to the right of access, the student and/or his parent have a right to a professional interpretation of the data contained in an official record, if such is required. No teacher or school system employee shall give information from a child's record to anyone outside the school staff unless they have first obtained permission of the School Principal or designate. Information pertaining to marks and attendance may be made available to prospective employers or Alberta Education personnel if permission is granted by the student's parents/guardian (if the student is under sixteen (16) years of age) or the student or the parent/guardian if the student is sixteen (16) years of age or older, or the student if the student is eighteen (18) years of age. Student's marks shall be forwarded to Alberta Education as required.

The student file remains at the school the student is attending until they graduate and then it is transferred to Student Services for storage until the Student Record Regulation retention requirement is met.

Refer to the Student Record Regulation for what can and can not be included in the Student Cumulative (Cum) File.

## **Procedure**

### **1. Student Record File Transfers**

According to the *Student Record Regulation*:

- 8(1) If a student transfers to another school in Alberta, the board from which the student transfers shall, on receipt of a written request from that school, send the original student record containing the information referred to in section 2(1) and (3) to that school.
- (2) If a student transfers to a school outside Alberta, the board from which the student transfers shall, on receipt of a written request from that school, send a copy of the student record containing the information referred to in section 2(1) and (3) to that school.
- 1.1 When the student is transferring to another school, outside our division, within Alberta, the student records shall be forwarded (by mail or via secure internet transmission) to the receiving school upon obtaining a written request from the receiving school. When sending Student Records within Alberta but outside our division please make certain that:

- The request for the file is authorized and you retain the authorization form. Date the student record request the date the record was sent.
- The Cum file is sent by registered mail, Priority Post or via secure internet transmission to the requesting school.
- The receipt tab from the registered mail or Priority Post is attached to the authorization form (receipt has a tracking number for tracing purposes). The Canada Post website can be used for tracking these files by entering the tracking number for access to the history of the package. The history and signature information can be accessed and filed

These documents should be filed in your school's record management system.

- 1.2 When sending Student Records outside of Alberta please make certain that:
- The request for the file is authorized and you retain the authorization form.
  - Only copies of pertinent information from the Cum file is sent by registered mail, Priority Post or via secure internet transmission (the original documents remain in the now *inactive* Cum file which is then forwarded to Student Services).
  - The receipt tab from the registered mail is attached to the authorization form (receipt has a tracking number for tracing purposes).
- 1.3 When sending Student Records within the Division, please make certain that:
- The interoffice envelope or secure electronic file is clearly marked Cum File and it includes the name of the person requesting the file and the name of the school.
  - Ensure that the mail courier knows it is a Cum File/Record that is being delivered to Student Services, if it is being delivered via interoffice mail.
  - Email the administrative assistant who requested the file that it is being delivered to them through interoffice courier or via secure internet transmission (DocuShare).
- 1.4 When a Student Cumulative File/Record becomes inactive, please make certain that:
- The student name and birth date are clearly marked on the outside of the file.
  - An email is sent to Student Services indicating that a record is being delivered through interoffice courier or via secure internet transmission (DocuShare).
  - Ensure that the mail courier knows it is a Cum File/Record that is being delivered to Student Services, if it is being delivered via interoffice mail.
- 1.5 Records should be transmitted only under the most secure conditions.
- 1.5.1 A student record shall not include:
- notes and observations that are prepared by and for the exclusive use of a teacher or School Principal, and that are not used in program placement decisions.
  - any information relating to a report or an investigation under the *Child, Youth and Family Enhancement Act*.
  - information of a sensitive nature, the disclosure of which, in the opinion of the School Principal would clearly be injurious to the student, but if, in the opinion of the School Principal the release of the information would be in the public interest the information shall be included in the student record. If there are any concerns, contact the Director of Student Services.
  - Suspension or expulsion information. Information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the *Student Record Regulation*, which

must be recorded and retained on the student record for a minimum period of one year and a maximum period of three years following the date of the suspension or expulsion after which the information must be removed from the student's record.

2. Student Services Protocol for Student Record Requests:
  - 2.1 Determine if the student record is at the school or has been archived.
  - 2.2 If the student record is still at the school, the request should be sent to the school and the school will forward the student record to the requesting school.
  - 2.3 After a student file request is received, the student record is located.
  - 2.4 The request is reviewed and determined what is to be forwarded based on the request.
  - 2.5 Copies are taken and the original is filed in the original location.
  - 2.6 The information can then be forwarded to the requesting party.
  
3. Transferring Inactive Student Records to Student Services
  - 3.1 Schools are to forward the student records for storage and/or destruction to Student Services one or two years after the student has graduated, recording the student cum files on the Excel spreadsheet (Form 3-53-B). Schools forward the files to Student Services, using Form 3-51-A Document Destruction Box Inventory and Form 3-53-B Inventory Sheet for Cum Files, signed by Administrative Assistant and School Principal. The original copy of Forms 3-51-A and 3-53-B are to be sent to Student Services by Interoffice Mail before the boxes of cum files are sent. Ensure a copy is kept for your records. Also, include records of students who have moved to another school or school division or are deceased. Marks and qualified attendance information will be released only after permission has been obtained from the Superintendent and/or designate.
  - 3.2 Ensure that the file is labeled on the outside with the birth date in the format - yyyy-mm-dd. (E.g.1986-10-31)
  - 3.3 Include the name on the outside of the student's file in the form of last name first, first name second, middle name then alias or other family last names in brackets. (E.g. Jones, Heather Mary (Smith))
  - 3.4 Schools are to place the student records in **Alphabetical Order by birth year**. The school is to provide a detailed summary list of all student records being sent over with student names and birth dates.
  - 3.5 Place a list of the student names and birth dates in the inside of each box using Form 3-53-B template.
  - 3.6 Email Student Services the number of boxes ready for pick up.
  - 3.7 Email the Excel Spreadsheet (Form 3-53-B) to Student Services in order that the student cum files can be imported to the Records Management Database.
  - 3.8 Student Services will then reply with a scheduled pick up date.
  - 3.9 When the courier arrives to transport the boxes, ensure that the boxes are not heavier than 30 pounds.
  - 3.10 After the student files have been delivered to Student Services, any inquiries your school receives regarding information from the inactive cumulative files/records should be forwarded to Student Services.
  
4. Student Services actions upon receipt of the transferred student records:
  - 4.1 The files must be inventoried by entering them into the Records Inventory database before they are filed into existing boxes. Each student record is to be entered as a separate record. Once the records are forwarded, they are archived by entering them into the database and placed into storage until the records meet their retention.
  - 4.2 As the records are being entered into the database, the box numbers must be entered into the student's record in the database.

4.3 New boxes are created as necessary. Leave room in each box to be able to add files later on.

## 5. Retention and Disposition

According to the *Student Record Regulation*:

- 4(1) Subject to subsection (2), a board shall keep a student record containing the information referred to in section 2(1) and (2) 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 in accordance with section 8(1).
- (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 referred to in section 2(1) and (3) for 7 years after the date the student could be expected to have completed grade 12 if the student had not transferred from the school.
- (3) Notwithstanding subsections (1) and (2), a board may choose to keep a student record for longer than 7 years if a longer retention period is authorized by a resolution of the board.

5.1 A board shall dispose of or destroy student records that are no longer required to be kept under section 3.

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

5.3 A board shall dispose of information referred to in section 2(4) relating to a student in the same manner as student records are to be disposed of under subsection (2).

5.4 The student record will be disposed of 7 years following the year of graduation from grade 12.

## 6. Electronic Student Records

6.1 Student electronic records shall be managed in the same way that paper Student records are managed.

6.2 Electronic Student Records file structure:

Student Record Files - "School Name"

Kindergarten, (Grade 1, 2, 3, etc.) – "School Name"

Title: Last Name, First Name, Middle Name – "School Name"

Summary: ASN 143423434

Assessment Reports: Last Name, First Name Middle Name

2007-09-10 "Report Name" – Last Name, First Name  
Middle Name

2008-09-16 "Report Name" – Last Name, First Name  
Middle Name

Injury Reports: Last Name, First Name Middle Name

Registration Forms – Last Name, First Name Middle Name

Birth Certificate – Last Name First Name Middle Name

Registration Form – Last Name First Name Middle  
Name

Report Cards – Last Name, First Name Middle Name

School Year, Grade, Last Name, First Name - final

Forms – Last Name, First Name, Middle Name (In here place  
FOIP form and Technology Use form)

6.3 Transferring of Electronic Student Cumulative Files from one school to another school within Division

- Email list of students to Student Services stating which school students are transferring to.
- If student is no longer within the Division, place the Student File in a collection named “Students Moved”- *school name*.
- Student Services will then move the requested file(s) to the receiving school, notifying the receiving school that the student files have been placed in their Student file collection.

## Reference

*School Act* Sections [23](#), [43](#)

[Freedom of Information and Protection of Privacy Act](#)

[Student Record Regulation](#)

[Form 3-51-A Document Destruction Box Inventory for Storage and/or Destruction](#)

[Form 3-53-A Electronic Record of Schools Attended](#)

[Form 3-53-B Inventory Sheet for Student Cum Files](#) – Excel spreadsheet

[Form 3-53-C Authorization to Release Student Record Information](#)

[Form 3-53-D Routine Disclosure Request Form](#)