



## POLICY #5.15

# STUDENT AND OTHER SCHOOL RECORDS: ACCESS, STORAGE AND TRANSFER

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## PREAMBLE

The Board collects, maintains and safeguards student records, both individual and group, which it has prepared for educational purposes or which it has received on behalf of an individual student or group of students. The Board transfers student records once they transfer to another school in the province of BC. The Board will forward student records of students transferring to out-of-province schools upon request. Student records collected by the Board for operational reasons belong to the student and their guardians. Properly stored and archived student records will be shared with former students.

## POLICY

**THE BOARD SHALL MAINTAIN AND SAFEGUARD STUDENT RECORDS. THE BOARD WILL PROVIDE COPIES OF RECORDS TO THE STUDENT(S) OR PARENT(S) /GUARDIAN(S) SUBJECT TO STATUTORY LIMITATIONS AND BOARD REGULATIONS. COPIES OF STUDENT RECORDS WILL ALSO BE PROVIDED TO APPROPRIATE AGENCIES OR INSTITUTIONS IN ACCORDANCE WITH STATUTORY REQUIREMENTS AND BOARD REGULATIONS.**

## OBJECTIVES

1. To maintain and safeguard student records.
2. To provide controlled access to student records.
3. To provide copies of records to students or parents or guardians or to agencies or institutions on behalf of students when appropriate requests are made.
4. To maximize the value of student records.

## REGULATIONS

## INTRODUCTION

Burnaby School District requires the maintenance of accurate records for all students registered in its schools. A student record is defined as any documentation pertaining to an

individual student that is created and/or stored by an employee of the Board including data which is stored electronically.

Student Records:

1. Permanent Student Records
2. Student File
3. Student Information Systems (electronic)
4. Student Photos, Video or Digital Images

District student record procedures need to conform to requirements of the School Act, district policy, and Freedom of Information and Protection of Privacy Act, and Ministry Orders.

### **FROM THE SCHOOL ACT**

Student records 97.

1. Subject to the orders of the minister, a board must:
  - a. establish written procedures regarding the storage, retrieval and appropriate use of student records, and;
  - b. ensure confidentiality of the information contained in the student records and ensure privacy for students and their families.
2. Notwithstanding subsection (1), a board shall, where required by the orders of the minister permit a person providing health services, social services or other support services access to information in student records required to carry out that service.
3. Subject to the orders of the minister, a board shall establish and maintain a record for each student and for each child registered with the board's schools under section 13.

Amended by M108/96 - effective February 19, 1996, M298/97 August 18, 1997, M321/04 – September 1, 2004, M200/11 – July 1, 2011. Orders of the Minister of Education:

Interpretation

In this Order

- m. Reports from community agencies and/or ministries
- n. Court Orders
- o. Parent/guardian consent forms

- a. Images of individuals regardless of whether they are SD41 students must be obtained with consent. A situation where consent is not required are those in which an individual is trespassing on school grounds, involved in illegal activity or is acting in a manner which constitutes a danger to themselves or others.
- b. If photos are to be published or displayed in any way, then the Parental/guardian Consent Form for Photographs/Video/Website consent form must have been signed by the student or parent/guardian except where otherwise permitted by law.
- c. Consent is determined in the Burnaby School District to be given for the duration of a student's stay within a given school site.
- d.  
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If records have not been requested for a student who has prematurely left SD41, they will be retained according to the retention timelines outlined. The Permanent Student Record will be retained for 55 years from the date the student was officially withdrawn.

### Transfer of Files

1. BC Board of Education  
Originals of all files included in the Permanent Student Record and the Student File to be forwarded to the receiving BC Board of Education school upon request of the receiving principal or designate.
2. Independent BC Schools and Schools Outside the Province of British Columbia  
Copies of all files included in the Permanent Student Record and Student File to be forwarded to the receiving BC Independent School or school outside the province of British Columbia upon request of the receiving principal or designate.
3. When a Student Ceases to Attend a Burnaby School District School and the Records are not Requested  
Records will be retained at the school until the end of the following school year and then transferred to the Records Office/District Storage for long-term storage and/or destruction.

### Access To Student Records

The results of psycho-educational reports and other standardized test results will be made available to the parent/guardian upon request through the principal. Such information shall be provided in conference with professional staff qualified to interpret the data in its intended context. Copies of test protocols may not be shared

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Date Adopted: 1978-02-28  
Date(s) Revised: 1995-06-26  
1998-10-16  
2009-06-23  
2009-10-27  
2011-11-08

Cross References: Policy 4.00, 4.10, 5.15  
Statutory: School Act – Orders of the Ministry of Education (M082/09) and (M200/11)  
Freedom of Information & Privacy Act