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| <br><b>CHINOOK'S<br/>EDGE</b><br>SCHOOL DIVISION<br><i>Where Students Come First!</i> | <b>Chinook's Edge School Division – Administrative Procedure</b> |  |
|  | <b>AP 3 – 18 Student Records</b>                                 |  |
| <b>Related Policies:</b>   |  | <b>Initial Approval:</b>               |
|  |  |  |
| <b>Related Procedures:</b>   |  | <b>Last Amended: 2025 April 17</b>     |
| <b>Exhibits:</b> <a href="#">Exhibit 1 Student Records</a>   |  | <b>Last Reviewed:</b> 2025 September 1 |

## PURPOSE

To ensure that student records are maintained for each individual student.

## SCOPE

This procedure applies to all staff and students.

## DEFINITIONS

Record – means a record of information in any form regardless of its medium. Records include books, electronic documents, documents, maps, drawings, photographs, letters, vouchers, papers and any other information that is written, photographed, recorded or stored in any manner.

Student Record – refers to the Cumulative file. All students will have a Student Record (Cumulative file).

## PROCEDURES

1. All records created by an employee of the Board or an individual contracted by the Board are the property of the Board. The Board has the authority to control and manage student records/files throughout their life cycle including directing and administering their use or disclosure.
2. The Student Record contains personal information, so shall be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. Personal information will be collected from individuals, parents or guardian(s) if possible, used only for the purpose it was collected and protected from access by anyone not authorized or without written consent.
3. All Student Records shall be managed through their life cycle by applying the retention and disposition process in accordance with the Division approved Organizational Records Structure.
4. The Principal shall be responsible for the accuracy, accessibility, security, transfer and annual review of student records.

## Student Record Composition

1. Each student record shall contain:
  - 1.1. A birth certificate showing the student's name as registered under the Vital Statistics Act, or, if the student was born in a jurisdiction outside Alberta, the student's name as registered in that jurisdiction, and any other surnames by which the student is known;
  - 1.2. The student identification number assigned to the student by the Minister and any student identification number assigned to the student by the Division;

- 1.3. Name of the student's parents/guardians , a copy of any separation agreement or court order referred to in the Education Act;
- 1.4. Personal data, including: date of birth, gender, addresses and telephone numbers of the student and of the student's parents/guardians;
  - 1.4.1. Notification and Consent for name and Pronoun Changes
    - 1.4.1.1. When a student aged 15 and under makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall immediately notify the student's parents/guardians and seek consent.
    - 1.4.1.2. When a student aged 16 or 17 makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall immediately notify the student's parents/guardians .
    - 1.4.1.3. When the Principal believes that notification as outlined in clauses 2.4.1.1 and 2.4.1.2 is reasonably expected to result in harm to the student, the Principal shall ensure the student receives assistance prior to notification.
    - 1.4.1.4. Actions or modifications to name/pronoun use made as a result of actions in 2.4.1.1. and 2.4.1.2 must also be recorded in PowerSchool (CESD SIS).
- 1.5. Citizenship of the student and, if the student is not Canadian, the document to which the student is lawfully admitted to Canada and the expiry date of that document;
- 1.6. Division of which the student is a resident student;
- 1.7. Name of all schools attended and dates of enrolment;
- 1.8. Annual summary or summary at the end of each semester of the student's achievement or progress in courses and programs in which the student is enrolled;
- 1.9. Results of diagnostic, achievement and diploma examinations administered by or on the behalf of the province;
- 1.10. Results of any standardized tests locally administered to all or a large portion of the students or to a specific grade level of students;
- 1.11. In relation to any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by the Division,
  - 1.11.1. The name of the assessment or evaluation;
  - 1.11.2. A summary of the results;
  - 1.11.3. The date of the assessment or evaluation;
  - 1.11.4. The name of the individual who administered the assessment or evaluation;
  - 1.11.5. An interpretive report relating to the assessment or evaluation;
  - 1.11.6. Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
- 1.12. In relation to any independent formal intellectual, behavioural or emotional assessment of evaluation requested by the student's parents/guardians and administered to the student by an independent party:
  - 1.12.1. The name of the assessment or evaluation;
  - 1.12.2. A summary of the results;
  - 1.12.3. The date of the assessment or evaluation;
  - 1.12.4. The name of the individual who administered the assessment or evaluation;

- 1.12.5. An interpretive report relating to the assessment or evaluation;
- 1.12.6. Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
- 1.13. Any health information that the parents/guardians wishes to be placed in the student record;
- 1.14. Annual attendance summary;
- 1.15. If eligible, request for instruction in French;
- 1.16. Any formal education plan {IPP, etc.} when devised;
- 1.17. Information about any suspension of more than one (1) day or expulsion relating to the student. This is to be kept for a minimum of one (1) year and a maximum of three (3) years.
- 1.18. A notation indicating whether the student is Status Indian/First Nations, Métis or Inuit, if the parents/guardians wishes to provide this information.
- 2. The Principal shall use discretion in adding any other sensitive or confidential information not included in the list above.
- 3. Access to the information in a student record shall be limited to:
  - 3.1. The parents/guardians of the student.
  - 3.2. The student if sixteen (16) years of age or older.
  - 3.3. A school employee on a need to know basis.
  - 3.4. The Minister or a delegated party.
- 4. Access is permitted to materials such as specialized tests that require interpretation or explanation only if such qualified person is available.
- 5. Student records shall be retained in PASI seven (7) years after the student normally would have been expected to graduate from Grade twelve (12).
- 6. The transfer of student records, when requested in writing by the Principal of the receiving school, shall be handled on the following basis:
  - 6.1. If a student transfers to another school in Alberta, the original student records file will be available in PASI.
  - 6.2. If a student transfers to another school outside Alberta, the PASI student file will be transferred through Alberta Student Link Request.

Approved: September 1, 2025

Reference: Section 33, 56 Education Act  
 Student Records Regulation  
 Student Evaluation Regulation  
 Children First Act  
 Child, Youth and Family Enhancement Act  
 Freedom of Information and Protection of Privacy Act  
 Protection of Privacy Act (PPA)  
 Access to Information Act (ATIA)  
 Public Health Act  
 Criminal justice Act Vital Statistics Act Alberta limitations Act  
 Section 23 Canadian Charter of Rights and Freedoms  
 Youth justice Act  
 Youth Criminal justice Act (Canada)

## **HISTORY**

|                      |                 |
|----------------------|-----------------|
| <b>2011 Feb 10</b>   | <b>Amended</b>  |
| <b>2011 Sept 30</b>  | <b>Amended</b>  |
| <b>2012 Sept 30</b>  | <b>Amended</b>  |
| <b>2014 Sept 30</b>  | <b>Reviewed</b> |
| <b>2014 April 29</b> | <b>Revised</b>  |
| <b>2019 Nov 26</b>   | <b>Reviewed</b> |
| <b>2025 June 5</b>   | <b>Revised</b>  |
| <b>2025 Sept 1</b>   | <b>Revised</b>  |