

Administrative Procedure 6055 R1  
*Student Records*

1. **Students of School Age**

1.1 Access by Student or Student’s Parents

A student and the parents of a student of school age are entitled to examine all student records kept by the Board pertaining to that student, while accompanied by the principal or a person designated by the principal to interpret the records.

1.2 Access by Non-Custodial Parents

1.2.1 Access to student records, report cards, parent interviews, and other documents pertaining to a student of school age shall be provided to a non-custodial parent if the custodial parent does not provide a written objection.

1.2.2 Where a non-custodial parent has access under a Divorce Act Order, that parent is entitled to receive information from the student record which is normally sent home with the student, such as the student’s report card; however, such a non-custodial parent is not entitled to examine those parts of the student record not normally sent home unless that parent has joint guardianship of the child.

1.2.3 If a non-custodial parent has access under a separation agreement, *Family Relations Act*, that parent will not be given information from or access to the student record unless there is a specific court order granting the non-custodial parent such right.

1.3 Access by Others

1.3.1 *Parental Permission Required*

Written parental permission is required for release of student records to persons other than a student of school age or the student’s parents.

### 1.3.2 *Support Service Agencies*

1.3.2.1 Information from a student's records may be released without written parental approval to a person or agency providing health services, social services, or other support services to the student when, in the opinion of the principal or Superintendent of Schools, the information being provided is required for the provision of those services. Under normal circumstances written parental permission is required.

1.3.2.2 The principal or superintendent of schools shall advise the person receiving information under 3.2.1 that, subject to any other statutory or other legal authority or requirement that authorizes or requires disclosure, any person who receives such information from a student record shall not disclose that information to any other person except for the purposes of delivering or planning the delivery of the services referred to in 3.2.1.

1.3.3 The board's insurer has right of access to student records in accordance with the *School Act* and Ministerial Order.

## 2. **Students 19 Years and Older**

### 2.1 Access by Parents

After the end of the school year in which a student attains the age of 19 years, the parents of that student require written approval from the student in order to have the right to examine the student's records.

## 3. **Requests for Records – Former Students**

3.1 Requests for information from student records by or on behalf of former students must be in writing and signed by the student if 19 years of age or by the parent if the student is of school age, or accompanied by a properly signed release.

## 4. **Fees**

4.1 The fee for providing copies of Permanent Record Cards and transcripts of grades for former students will be set and reviewed periodically by the Management Committee.

**5. Storage of Records**

- 5.1 Student records are considered confidential and shall be stored in a secure area for seventy (70) years after a student would normally be expected to graduate.
- 5.2 Records for students who left the district while in elementary or junior school will be stored at the School Board Office.
- 5.3 Records for students who graduated or who left the district while in secondary school will be stored at the school they last attended.