

**SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)
POLICY 329**

Effective Date, June 23, 2008

STUDENT RECORDS

The Board of Education directs that all student records as required by Board and Ministry regulations and the *Freedom of Information/Protection of Privacy Act* shall be completed and maintained in a proper and efficient manner to facilitate access for information.

REGULATIONS

1. School attendance records such as registers and computer files should, following the completion of the school year, be stored in the school for one year and then destroyed.
2. Permanent Student Record Cards (PSR Cards) Form 1704 must be completed very accurately and clearly. These cards follow a student's progress through school as directed by the Ministry School handbook. PSR Cards become "Non-Current" and are no longer maintained at such time as:
 - a) the student dies before leaving school.
 - b) the student transfers to an independent or First Nations operated school or to a school outside the province. Copies may be sent if requested.
 - c) the student ceases to attend any school prior to or upon graduation.
3. Non-Current PSR Cards should be stored for one year and then sent to the Board Office where they will be filed until the seventieth (70th) birthday of the individual. Copies of graduation certificates, where applicable, can be stored with them.
4. Student File Folders follow a student from school to school until he/she ceases to attend any school or upon graduation and are then destroyed or given to the student or guardian.

Only information relevant to the educational welfare of the student should be maintained in these files.

- a) Where a written student file request is received from another public school in British Columbia, as a result of a student transfer, that file should be forwarded to the requesting school.
- b) Where a written student file request is received from an independent or First Nations operated school in British Columbia or any school outside of British Columbia, as a result of a student transfer, the original file should be maintained in the school and a copy of the file forwarded to the requesting school.

Policy 329
Student Records

- c) In the event that the student dies before leaving school, the file should be retained at the school site until that student's class has graduated. At that time, the file may then be given to the parent or guardian or destroyed after consultation with the parent/guardian, where possible.
- 5. Student information, other than PSR Cards, shall be kept at the school for five years after the student's expected graduation year and then destroyed.
- 6. Parent/guardians have access to all student records and may request copies of student records at any time.
- 7. Student records may be disclosed to the professional staff of other Ministries and/or agencies engaged in the planning for the delivery of, or delivering, health services, social services, or other support services to that student.
- 8. School operations records pertaining to students such as correspondence vouchers, cheques and financial records should be stored at the school for seven years.