

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Access to Student Records	CODE: IHG
LEGAL STATUS: Board Motion #253.12	DATE APPROVED: 13 May 91, 26 Nov 12

Background: The implementation of the Charter of Rights and Freedoms and the emphasis on human rights raise the issue of an individual's right of access to personal and confidential information. The school division collects and maintains personal information on students in the form of cumulative record files and additional confidential files.

POLICY: The Prince Albert Roman Catholic Separate School Division #6 will provide access to an individual student's school records in accordance with the guidelines outlined within the Student Cumulative Record Guidelines (Ministry of Education, 2012), Records Retention and Disposal Guide for Saskatchewan School Divisions (Saskatchewan School Boards Association, December 2007), Guidelines for Information Sharing related to the Youth Criminal Justice Act (Ministries of Education and Corrections, Public Safety and Policing, 2011) and The Local Authority Freedom of Information and Protection of Privacy Act (1990-91).

Guidelines:

1. Authorized employees of the school division will provide access to individual student records to the following:
 - a) a pupil under the age of 18 and his/her legal parent/guardian who requests access
 - b) a pupil who is 16 years or more of age, who is living independently of a parent or guardian and who requests access
 - c) a pupil who is 18 years or more of age
 - d) duly authorized officers of the Ministry of Education
 - e) teachers
 - f) a youth worker, as defined in the Youth Criminal Justice Act who requests access for the purposes of that Act
2. The Director of Education and/or designate and the school principal will determine which school staff are authorized and responsible for the collection, maintenance and release of the student records.
3. The Director of Education and/or designate will determine which Central Office staff are authorized and responsible to maintain student records at the Catholic Education Centre.
4. In circumstances involving custody arrangements, it is generally assumed that both parents have equal access unless a court order or separation agreement provides otherwise. A copy of the most recent order or agreement should be included in the cumulative record, (Ministry of Education, 2012).

5. Individual student records should remain within Saskatchewan. In the event that a student transfers to a jurisdiction outside of the province, a parent or guardian can be given a copy of the student's cumulative record. The parent can then provide the information to another jurisdiction. When requested by another jurisdiction within Canada, a copy of the cumulative record can be sent directly to schools outside Saskatchewan provided the original record is retained.
6. Access to individual student records is possible until 3 years after the student turns 22.
7. Under the supervision of the principal, the classroom teacher/designate is responsible for entering data in the cumulative record.
8. The principal shall be responsible for managing annual updates to student records and removing unnecessary and outdated information.

Procedures

1. Upon the request of a student and his/her legal parent/guardian who request access the following can occur:
 - a) Requests that would usually require viewing with the principal and/or designate:
 - progress reports
 - attendance records
 - classroom work
 - copies of consultants' reports and/or assessments
 - b) Requests that will usually require consultation with central office staff before sharing records:
 - there is uncertainty about the right of the applicant to have the information
 - there is uncertainty about whether or not the release of the information is in the best interests of the student
 - request for something that would be presented in court
 - request by a lawyer on behalf of the parent/s or guardian
2. No cumulative record shall be taken out of the school building
3. All cumulative records must be stored in a secure location and locked at the end of the school day by the Principal or designate.
4. Cumulative Records shall contain the information outlined in the Cumulative Record Guidelines (Ministry of Education, 2012)
5. The releasing of any student record will follow the guidelines of the Local Authority Freedom of Information and Protection of Privacy Act (1990-91). Proof of identify may be required before records are released.