



Background

Student records shall be maintained for all students attending Division schools in accordance with the provincial legislation and this administrative procedure.

Procedures

1. Schools shall maintain and update yearly an accurate student record for each student registered. The student record of a student must contain all information affecting the decisions made about the education of the student that is collected or maintained by the Division. Regardless of the manner in which it is maintained or stored, a student record shall include the following:
 - 1.1 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 name of the student's parent/guardian,
 - 1.3 the birth date of the student,
 - 1.4 the Alberta Education ID number and any student identification number assigned the student by the Division,
 - 1.5 the sex of the student,
 - 1.6 the addresses and telephone numbers of the student and of the student's parent,
 - 1.7 the Division in which the student is a resident student,
 - 1.8 the citizenship of the student and, if the student is not a Canadian citizen, the type of visa, or other documents pursuant to which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document,
 - 1.9 the names of all schools attended by the student in Alberta and the dates of enrolment, if known,
 - 1.10 an annual summary or a summary at the end of each semester, of the student's achievement or progress in the courses and programs in which the student is enrolled,
 - 1.11 the results obtained by the student on any:
 - 1.11.1 diagnostic test, achievement test and diploma examination conducted by or on behalf of the Province, and
 - 1.11.2 standardized tests under any testing program administered by the Division to all or a large portion of the students or to a specific grade level of students,



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- 1.12 the results of any application under the Student Evaluation Regulation (AR 177/2003) for special provisions or directives,
 - 1.13 in relation to any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by a board,
 - 1.13.1 the name of the assessment or evaluation,
 - 1.13.2 a summary of the results of the assessment or evaluation,
 - 1.13.3 the date of the assessment or evaluation,
 - 1.13.4 the name of the individual who administered the assessment or evaluation,
 - 1.13.5 any interpretive report relating to the assessment or evaluation, and
 - 1.13.6 any action taken as program planning as a result of the assessment, evaluation or interpretive report,
 - 1.14 in relation to any independent formal intellectual, behavioural or emotional assessment or evaluation requested by the student's parent and administered to the student by an independent party,
 - 1.14.1 the name of the assessment or evaluation,
 - 1.14.2 a summary of the results of the assessment or evaluation,
 - 1.14.3 the date of the assessment or evaluation,
 - 1.14.4 the name of the individual who administered the assessment or evaluation,
 - 1.14.5 any interpretive report relating to the assessment or evaluation, and
 - 1.14.6 any action taken as program planning as a result of the assessment, evaluation or interpretive report,
 - 1.15 any health information that the parent of the student or the student wishes to be placed on the student record,
 - 1.16 a copy of any separation agreement or court order referred to in the *Education Act*,
 - 1.17 an annual summary of the student's school attendance,
 - 1.18 information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the *Education Act*, which must be recorded and retained on the student record for a minimum period of one year and a maximum period of 3 years following the date of the suspension or expulsion after which the information must be removed from the student's record,



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- 1.19 if the parent of the student is eligible to have the student taught in the French language pursuant to section 23 of the Canadian *Charter of Rights and Freedoms*, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right, and
 - 1.20 if the parent of the student or the student wishes to provide information that the student is of Indigenous ancestry, a notation indicating whether the student is Status Indian/First Nations, Non-Status Indian/First Nations, Metis or Inuit.
 2. If an individualized program plan is specifically devised for a student, the current plan, and any amendments to the plan must be placed on the student record of that student in addition to summaries of all of the previous school years' individualized program plans.
 3. Notwithstanding section 5, the Division may include in a student record any information referred to in section 5.1.1.3 (that in the Division's opinion would clearly be injurious to the student if disclosed, where inclusion of the information in the student record would, in the Division's opinion, be
 - 3.1 in the public interest, or
 - 3.2 necessary to ensure the safety of students and staff.
 4. The Division may require
 - 4.1 that the information referred to in section 1.1 be provided to the Division by means of a copy, acceptable to the board, of
 - 4.1.1 the student's birth certificate, if the student was born in Canada, or
 - 4.1.2 another official document acceptable to the board, if the student was born outside Canada,
 - and
 - 4.2 that the information referred to in section 1.8 be provided to the Division by means of a copy, acceptable to the Division, of a Canadian citizenship certificate or of the visa or other document referred to in section 1.8.
 5. Information Not to Be Included in The Student Record
 - 5.1 A student record must not include
 - 5.1.1 any information contained in
 - 5.1.1.1 notes and observations that are prepared by and for the exclusive use of a teacher, teacher's assistant, counsellor, or Principal, and that are not used in program placement decisions,
 - 5.1.1.2 a report or an investigation record relating to the student under the *Child, Youth and Family Enhancement Act*, or



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- 5.1.1.3 counselling records relating to the student that is or may be personal, sensitive or embarrassing to the student, unless section 3 applies,
- or
- 5.1.2 any information that identifies a student as a young person as defined in the *Youth Justice Act* or the *Youth Criminal Justice Act* (Canada) and all information relating to that student in that capacity.
- 5.2 The Division shall ensure that the information referred to in this section is disclosed only in accordance with the *Protection of Privacy Act* and *Access to Information Act*.
6. Record Retention
- 6.1 Subject to section 6.2, the school shall keep a student record for at least seven years after the student ceases to attend the school, or until the record has been forwarded to another school in Alberta.
- 6.2 If a student transfers from a school in Alberta to a school outside Alberta, the Division from which the student transfers shall keep the student record for at least seven years after the date the student could be expected to have completed Grade 12 if the student had not transferred from the school.
7. Disposal and Destruction of Student Records
- 7.1 Under the direction of the responsible designate, sites shall dispose of or destroy student records that are no longer required to be kept under section 6.
- 7.2 Student records shall be disposed of or destroyed in a manner that maintains the confidentiality of the information in the record.
- 7.3 The Division shall dispose of information referred to in section 5 relating to a student in the same manner as student records are to be disposed of under subsection 7.2.
8. Access to Student Records
- 8.1 Schools shall ensure that a student, the student's parent and anyone else who has access to the student under a separation agreement or court order are informed of their entitlement under section 56 of the *Education Act* to review a student record.
- 8.2 Contents of a student record shall not be disclosed except:
- 8.2.1 in accordance with the *Protection of Privacy Act*,
- 8.2.2 in accordance with the *Education Act*



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- 8.2.3 to a staff member or agent of the board if the information is necessary for the performance of the duties of the staff member or agent of the Division,
 - 8.2.4 with the written consent of
 - 8.2.4.1 the parent if the student is under 16 years of age, or
 - 8.2.4.2 the student or the parent if the student is 16 years of age or older
 - 8.2.5 to the Minister if the information is necessary for the performance of the duties of the Minister,
 - 8.2.6 in accordance with section 8 of the *Student Record Regulation*, as amended,
 - 8.2.7 in accordance with any other regulations under the *Education Act*.
 - 8.3 A Division shall disclose information contained in a student record to the Department of Justice of the Government of Alberta or to its designate or to the Department of the Solicitor General and Public Security of Alberta or its designate when requested by either Department or that Department's designate for the purpose of administering the *Youth Justice Act* or the *Youth Criminal Justice Act* (Canada) or carrying out any program or policy under either Act.
 - 8.4 A Division shall, at the written request of a medical officer of health as defined in the *Public Health Act* or his designate, disclose
 - 8.4.1 a student's name, address, date of birth, sex and school, and
 - 8.4.2 the name, address and telephone number of the student's parent or guardian,to the medical officer of health or his designate for the purpose of contacting parent of a student regarding voluntary health programs offered by the regional health authority, including immunization, hearing, vision, speech and dental health programs, and for the purpose of communicable disease control.
 - 9. Student Transfers
 - 9.1 If a student transfers to another school within Alberta the school from which the student transfers shall, on receipt of a written request from the new school, send the original student record.
 - 9.2 If a student transfers to a school outside of Alberta, the school from which the student transfers shall, on receipt of a written request by that school, send a copy of the student record to that school.
 - 9.3 The Division shall establish procedures and responsibilities for ensuring that the policies and procedures established by the Division comply with



the *Student Record Regulation*, as amended and the *Protection of Privacy Act*.

10. Notification and Consent for Preferred Name and Pronouns
 - 10.1 If a student requests that a new preferred name or pronouns be used, in the case of a student who is under 16 years of age, the Principal shall notify the student's parent or guardian of the request and seek consent for school staff to use a new preferred name or pronouns when referring to the student in school.
 - 10.2 In the case of a student who is 16 or 17 years of age, the Principal shall notify the student's parent or guardian of the request to use a new preferred name or pronouns.
 - 10.3 When the Principal reasonably expects that notifying the parent or guardian will cause emotional or psychological harm, or if the student requests access to assistance, the Principal shall ensure that the student is provided with counselling or other assistance before notifying the student's parent or guardian.
 - 10.4 Modifications made as a result of actions in 2.4.1.1. and 2.4.1.2 must also be recorded in the Student Information System (SIS).

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

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