

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 320 – Student Records</b>	
Related LCSDF AP's		
Form(s)	F 320.1 – Notice of Retained Document F 180.1 – Access to Information Request Form	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 231 The Education Regulations, 2019 sections 43, 46 Saskatchewan Ministry of Education, The Student Cumulative Record Guidelines, 2022 Local Authority Freedom of Information and Protection of Privacy Act SSBA/SASBO Records Retention and Disposal Guide for Saskatchewan School Divisions, 2019 section 9	
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## Background

The creation and maintenance of accurate records that clearly represent each student enrolled in schools in the Division is important for present and future reference. The Principal shall be responsible for this task subject to the Education Act, the policies of the Board, and to administrative procedures established by the Director.

## Procedures

### Division Records

1. Principals shall ensure that all student data is promptly entered into the appropriate records in an accurate manner.
2. The Principal shall ensure that all personal student information whether in print or electronically stored is not accessible to unauthorized personnel.
3. Student records and information shall be retained as per the Saskatchewan Ministry of Education "Student Cumulative Record Guidelines" document.
4. Principals shall be responsible for the prompt and efficient transfer of student records between schools within and outside the Division.
5. The Principal shall grant access to student records to only those people who have right of access.
  - a. School based Professionals involved with programming for the student may access these files.

- b. Any review of the Cumulative Record file by non-school based personnel must also be done in the presence of the Principal. This may include:
    - i. School officials designated by the Board of Education or education authority;
    - ii. Duly authorized officers of the Ministry of Education;
    - iii. A youth worker, as defined in the Youth Criminal Justice Act, who requests access for the purposes of the Act;
    - iv. Child protection officer where sharing relevant information is in the best interest of the child's safety;
    - v. Third parties where written authorization for information released is obtained from the parents or guardians of students under the age of 18 years or from students 18 years of age or older. Letters of authorization for information release shall be retained in the cumulative file.
  - c. Parents/guardians may access their child's student record upon request. The Principal or designate shall be present at that time. In circumstances involving custody arrangements, it should be assumed that both parents have equal access to information unless a written order has been submitted to 'prove' which parent has or does not have access to the student information.
  - d. Adult students (eighteen (18) years of age or over) may access their student record upon request. The Principal or designate shall be present at that time.
  - e. Agencies with a legal mandate may request access to student records provided a written request is made which includes a legal reference regarding access. (F180.1–Access to Information Request Form)
6. Principals are responsible to share information to the receiving school to appropriately plan for the student transition and program. Principals, or their designate, will communicate directly regarding a student transition from one school to another to ensure the receiving school has the benefit of all relevant information (for example intensive needs and/or accommodations.)
7. Records of students no longer attending school with our Division shall be stored under the general supervision of the Chief Financial Officer.
8. Student records and the information they contain shall be considered confidential.
9. Cumulative Records are to be sent using the most cost effective, secure method that will allow the package to be tracked. Options include Registered Mail, Priority Post, and courier. This meets the Ministry of Education guidelines. A record of the cumulative file transfer must be documented.

### Confidential Records

10. Confidential reports, when written, are also an aspect of the students' files. These may include information such as:
  - a. Reports regarding medical disorders.
  - b. Reports from educational psychologists, speech-language pathologists, medical doctors, etc.
  - c. Reports from other agencies pertinent to planning or accommodations.
  - d. Confidential files are kept for three years after the student turns 22.

### Student Grade Submissions (Grades 10-12)

11. The Principal will authorize all grade submissions to the Saskatchewan Ministry of Education.
  - a. Any change of grade to the original that has been entered may only be authorized by a Principal and an accompanying note will be made in the student's cumulative file, within thirty (30) days of the course end date.
  - b. Any change of grade after the initial 30 days can only be authorized by the Principal, in accordance with all Saskatchewan Ministry protocols. The Principal must also complete Saskatchewan Ministry Form 8: Secondary Level Mark Corrections and submit to SDS; this will be filed in the student's cumulative record.