

**School District #62 (Sooke)**

<b>STUDENT RECORDS</b>	No.: C-220
	Effective: Aug. 24/82 Revised: Apr. 14/92

**ADMINISTRATIVE REGULATIONS**

Ownership of Records

1. Files and records used during special sessions, conferences or interviews must remain within the control of the professional staff of the Board.
2. District professional staff shall have access to records as required in the carrying out of their duties.

Retention of Records

3. The following records will be retained in the school for 55 years: student attendance records, school registers, B.C. Permanent Student Records, and copies of Dogwood Certificates. Each school shall have a policy on retention of other records.
4. Pupil record file folders shall move with the student from school to school and shall be retained only until the student has graduated or has reached 19 years of age, at which time they shall be destroyed in a manner appropriate to confidential documents.
5. Confidential student records held in the school district office shall be retained only until the student has reached 21 years of age, at which time they shall be destroyed in a manner appropriate to confidential documents.

Requests for Information

6. Schools will regularly issue report cards pursuant to Ministerial Order M191/94. The student's academic transcript and statements of standing, once prepared, will be provided to the student and to the parents or guardians. Where the student is no longer registered in the school, he/she may be required to present appropriate identification.
7. Requests for information regarding students should be conducted as "parent-teacher interviews" with appropriate staff member(s) present.
8. Raw data, working records and materials which are the professional working material of the teacher, school, or district, may, upon request to the principal, be shared with the student and/or parent in conference but shall not become part of the permanent record of the student.

9. Upon request through the principal or designate, standardized test and assessment data and results from diagnostic testing which are entered in a student's file or record are accessible to the student and/or parent. The principal shall ensure that such information is provided in a conference with professional staff qualified to interpret the data in its proper and intended context.
10. Requests for student records from educational institutes other than School District No. 62 (Sooke) schools shall be made in writing and directed to the principal.
11. Requests for information from outside agencies other than support services for school (School Act Section 97(2)) shall be received in writing and must be accompanied by a waiver, signed by the parent/guardian or the student of legal majority, authorizing the release of this information.
12. Teaching and non-teaching employees shall be instructed on the ethics of confidentiality applicable to their role in the schools.