

DIVISION: PROGRAMS**Policy #: PROG-310****POLICY NAME**STUDENT RECORDS

POLICY STATEMENT

The Newfoundland and Labrador English School District (“District”) will establish and maintain a student record for each student enrolled in a school operated by the District. Each record will document the provision of programs and services, information pertaining to decisions made about the education of the student and the student’s educational progress.

BACKGROUND

The *Schools Act, 1997*, requires that a record be maintained for each student. The District recognizes its responsibilities and obligations to maintain accurate, complete and up-to-date records for all students. Furthermore, student records are highly confidential and the District has a responsibility to protect, and limit access to, the information in a record.

The purpose of this policy and the related administrative procedures/regulations is to set out the expectations and requirements with respect to the collection, use, transfer, release and disposal of the information contained in a student record. Consistent records management across all schools in the District will facilitate the smooth transition of students through the K-12 educational system and beyond.

SCOPE

All district personnel shall be guided by this policy and the related administrative procedures/regulations regarding the development of, maintenance of, and access to student records.

APPROVED: June 5, 2015**AMENDED:** _____

POLICY DIRECTIVES

1. A student record must be:
 - a) Established for each student upon the student's initial registration in a school operated by the District;
 - b) Maintained at the school attended by the student; and,
 - c) Reviewed at least annually to ensure the file(s) are in order, appropriate documentation is maintained and any notes are signed and dated.

2. A student record shall consist of a cumulative file and, where necessary, a confidential file. Information may be maintained in paper/hard copy or electronic format, according to direction from the District or the Minister of Education and Early Childhood Development.
 - a) A cumulative file must be opened, following registration, on a timely basis. It must contain specific information for each year of the student's schooling that directly refers to educational programming, services and educational progress.
 - b) A confidential file must be opened immediately when information that is highly sensitive, as outlined in the administrative procedures/regulations for this policy, is acquired. The confidential file should be kept separate from the cumulative file.

3. All student records must be handled in a confidential and secure manner, and access to information in student records is restricted. Maintaining confidentiality and protecting personal information is the responsibility of every individual staff person who has access to student information.

4. Access by NLESD personnel to information in a student record will on an as-needed basis, determined by job function and relevancy for delivering programs and services.

APPROVED: June 5, 2015

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