



CISPG POLICY MANUAL  
**School Administration**  
**STUDENT: RECORDS**  
**CHECKLIST FOR STUDENT RECORDS**

Policy 324

**\*Note that the Ministry of Education Policy refers to the Student Record and the Student File as two separate components. Common practice in CIS schools is to have one physical file containing both components.**

## **OVERALL CONTENTS**

(items in italics may not apply to all, include only if applicable to the student)

### **STUDENT RECORD**

#### **MUST CONTAIN:**

- Permanent Student Record (PSR) (Form 1704);
- Student Progress Reports for the past two years, or official transcript of grades;
- Form A (Admission to Canada/Residency of Parent)<sup>1</sup>
- Inclusions (must be listed on 1704)
  - Health services info as indicated by medical alert checkbox, requiring emergency care)
  - Court orders indicated by legal alert checkbox
  - Name change or immigration document
  - Support services information (ie, speech/hearing tests)
  - Notification of student being home-school
- Learning Plan
- IEP

### **STUDENT FILE**

#### **MUST CONTAIN:**

- Legal name of child – verify original and keep photocopy of identification document<sup>1</sup>
- Official name of parents/guardians with full contact info<sup>2</sup>

#### **MAY CONTAIN:**

- Care Card number, Doctor's name and contact, Emergency contacts<sup>3</sup>
- Copy of Baptismal Certificate<sup>4</sup>
- Student Progress Reports (older than two years)
- Serious discipline reports
- Reports of important meetings

#### **OPTIONAL:**

**(THESE MAY BE LISTED AS FORMAL INCLUSIONS ON 1704, OR MERELY PART OF STUDENT FILE)**

- Standardized test scores
- Records of information deemed relevant to educational program
- Award information

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<sup>1</sup> Usually present in or attached to the school registration form

<sup>2</sup> Usually present in or attached to the school registration form

<sup>3</sup> Usually present in or attached to the school registration form

<sup>4</sup> Usually present in or attached to the school registration form

**STORAGE – ACTIVE STUDENTS:**

- All items in Student Record/Student File placed in one physical folder, stored in a locked, fireproof cabinet.

**TRANSFER OF STUDENT RECORD / STUDENT FILE:**

\*Principal must first review all documents to ensure items are still relevant and important to the educational program of the student. (Remove expired, rescinded or irrelevant inclusions from the Student Record and shred the documents).

**WITHIN B.C., SEND:**

- Original PSR, with declared inclusions
- Current Learning Plan (if any)
- Current IEP (if any)

\*Retain a copy of the PSR, with the date and name of receiving school.

**OUTSIDE OF B.C., SEND COPIES OF:**

- PSR, including declared inclusions
- Current Learning Plan (if any)
- Current IEP (if any)

**STORAGE – INACTIVE STUDENTS:**

(Students who have withdrawn and not enrolled in another K-12 school)

\*Principal first determines relevancy of documents before archiving.

\*Archives must be stored securely; ensure “preservation from calamity”.

- PSR (or photocopy) with inclusions must be archived for 55 years after student leaves.
- It is recommended that Special Ed/LAT files and other important documents be kept as well.

**SENSITIVE STUDENT INFORMATION**

**\*NOT PART OF STUDENT RECORD OR STUDENT FILE**

**ACCESS TO THIS INFORMATION IS RESTRICTED TO LEAD ADMINISTRATOR (OR OTHER AUTHORIZED PERSON). LEAD ADMINISTRATOR MUST HAVE WRITTEN PARENTAL CONSENT FOR THE COLLECTION, USE AND DISCLOSURE OF THIS INFORMATION.**

**EXAMPLES:**

- Psychiatric Reports
- Family assessments
- Counseling referrals or reports
- Record of school-initiated report of abuse

***MUST BE STORED AS HIGHLY CONFIDENTIAL, WITH RESTRICTED ACCESS.  
THIS INFORMATION CAN ONLY BE TRANSFERRED WITH DATED, SIGNED PARENT CONSENT.***