

## **STUDENT RECORDS**

### **Background**

Any student records in the custody of or under the control of the Division, including any record containing personal information, shall be maintained, retained and, where applicable, disposed of in a manner consistent with the *Student Record Regulation* and with the *Freedom of Information and Protection of Privacy Act* and the provisions of the regulations to this administrative procedure.

The Assistant Superintendent, Corporate Services is responsible for administration of this administrative procedure.

These procedures must be adhered to in conjunction with the Alberta *Student Record Regulation*.

### **Definitions**

#### Types of Student Records

*Student record* is a record that is maintained for each student in the school in which that student is enrolled. It shall contain all information that is directly useful in facilitating the student's education and shall contain all information required in the Alberta *Student Record Regulation* and may contain additional information referred to in this regulation.

### **Procedures**

1. All records in the custody or control of the Division, are to be maintained and stored effectively and efficiently with due regard for protection against unauthorized access.
2. Student records are to be stored in a secure manner and must be treated as confidential at all times.
3. The Division will maintain student records in conjunction with Alberta Education guidelines and requirements.

The procedures outlined in this schedule will be complied with by all staff and cannot be adjusted without the specific approval of the Assistant Superintendent, Corporate Services.

Reference: Relevant legislation and Regulation