

administrative
regulation

Administrative
Regulation No.
6024

Classification:
Students

Effective Date:
December 2024

Student Records

1 | Purpose

The purpose of this administrative regulation is to:

- identify guidelines for maintaining all child and student information; and
- identify criteria for maintaining the Official Student Record.

2 | Scope

This administrative regulation applies to:

- all CBE employees who create, access or utilize student records and student information.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply with this administrative regulation may result in disciplinary action up to and including dismissal.

4 | Principles

The following principles apply.

- CBE administrative regulations, practices, and guidelines are based on the current Alberta *Education Act*.
- Protecting the safety and security of student records and information is of a priority for CBE.
- CBE practices regarding student records and information provide for secure and confidential treatment of the information.

5 | Definitions

CBE: means The Calgary Board of Education.

Child: means a child enrolled in an early childhood program.

Official Student Record (OSR): means all information collected, and maintained by CBE, whether on paper (physical) or digitally, consistent with the Alberta Student Record Regulation, that affects the decisions made about the education of the child or student enrolled with CBE.

Parent: means parent or legal guardian or others as defined by section 1(2) of the *Education Act*.

PASI: PASI stands for Provincial Approach to Student Information and it refers to an online, real time repository of digital Student Information that is available through schools and schools authorities.

Personal Information: means personal information as defined in the *Protection of Privacy Act*.

Resident Student of CBE: as defined by section 4 of the *Education Act* means:

- a) a student whose parent physically resides within the geographical boundaries of CBE; or
- b) an independent student that resides within the geographical boundaries of CBE; and
- c) the faith of at least one parent or the independent student is not of the Roman Catholic faith.

Student: means a person identified in sections 1(1)(hh) of the *Education Act* who is:

- a) enrolled in a school;
- b) at September 1 in a year is six (6) years of age or older; and is younger than nineteen (19) years of age; but
- c) does not include a child younger than six (6) years of age who is enrolled in an Early Childhood Services program.

Student Information: means all information regarding a student including but not limited to personal information, work samples, assessments and images stored and maintained in any format such as paper, digital, electronic or audio.

6 | Regulation Statement

Official Student Record (OSR)

- 1) There is one OSR for each student enrolled in Grades 1-12, each child enrolled in an early childhood program, and each child or student that is registered in the supervised homeschooling program.
- 2) The OSR can consist of records, without duplicates, that exist on paper format (physical) and secured in the OSR Folder together with digital records appropriately named, indexed and uploaded to PASI (Provincial Approach to Student Information).

- 3) Schools retain full responsibility for ensuring the content in the OSR is accurate, complete and up-to-date, consistent with section 5 of this regulation.
- 4) The OSR is classified as highly sensitive data or information and the highest level of confidentiality is to be maintained.

7 | Procedure

- 1) The OSR must:
 - a) be established for each child or student upon the child or student's initial registration at CBE;
 - b) exist on paper format (physical) and/or digitally (in PASI), where required by CBE and Alberta Education; and
 - c) be maintained and kept up to date by the school in which the student or child is currently enrolled.
- 2) The paper/physical OSR must be labeled with the:
 - a) student or child's legal name;
 - b) student or child's "also known as" name if one exists;
 - c) student or child's CBE student identification number;
 - d) student or child's identification number assigned by the Minister of Education; and
 - e) student or child's date of birth.
- 3) A copy of the documentation required for a child or student registration, shall be included in the OSR, reviewed annually, and must be updated and signed by the parent or independent student through the Student Information System (SIS) Student Demographics Verification Form.

**Annual Review |
Home Education
Demographics**

**Official Student
Record Content**

- 4) A copy of the Home Education Registration form may be used for annual review provided the Home Education Registration form contains the same information required on the demographic verification report.
- 5) The OSR, whether on paper (physical) and/or digital (PASI) format, must include:
 - a) all information affecting the decisions made about the education of the student or child enrolled in an early childhood program;
 - b) the student or child's legal name, if born in Canada, as registered under the *Vital Statistics Act* or, if the student or child was born in a jurisdiction outside Alberta, the student or child's name as registered in that jurisdiction;
 - c) legal changes of name which have been made through legal procedures together with copies of validating documents;
 - d) other given names and surnames which the student or child may be known by, including "also known as" names;
 - e) the student or child identification number assigned to the student by the Minister of Education and any student identification number assigned to the child or student by CBE;
 - f) the name of the student or child's parent;
 - g) student identification number assigned to the child or student by CBE;
 - h) proof of guardianship of the student or child and any documents evidencing limits on the guardianship of the student or child;
 - i) the birth date of the student or child;
 - j) the gender of the student or child, as identified on the birth certificate or other government issued identification;
 - k) the addresses, email addresses and telephone numbers of the student or child and of the student's or child's parent;
 - l) the division of which the student or child is a resident student;
 - m) the citizenship of the student or child and, if the student or child is not a Canadian citizen, the type of visa or other document which lawfully admits the child or student to Canada for permanent or temporary residence, and the expiry date of that visa or other document;
 - n) the names of all schools attended by the student or child in Alberta and the dates of enrolment, if known;
 - o) an annual summary of the student or child's attendance at school as identified on the CBE report card;



- p) an annual summary or a summary of the student or child's achievement or progress in the courses and programs in which the student or child is enrolled:
 - i. when the student transfers within CBE or outside of CBE;
- q) the results obtained by the student or child on any:
 - i. diagnostic test administered by CBE;
 - ii. achievement test and diploma examination conducted by or on behalf of the Province; and
 - iii. standardized tests under any testing program administered by CBE to all or a large portion of the children or students or to a specific grade level of children or students;
- r) the results of any application for accommodation or exemption from a provincial examination or evaluation;
- s) in relation to any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student or child by a school division:
 - i. the name of the assessment or evaluation;
 - ii. a summary of the results of the assessment or evaluation;
 - iii. the date of the assessment or evaluation;
 - iv. the name of the professional who administered the assessment or evaluation;
 - v. any interpretive report relating to the assessment or evaluation; and
 - vi. any action taken as program planning as a result of the assessment, evaluation or interpretive report, including the provision of specialized supports or services.
- t) any assessment or evaluation referred to in clause (r) or any interpretive report referred to in clause (r)(v) that the independent student or parent of the student or child wishes to be included on the student or child's record;
- u) if an individualized program plan has been specifically designed for a child or student, the plan and any amendments to the plan, in addition to summaries of all individual program plans for previous school years;
- v) any health information that the parent of the student or child or the independent student wishes to be included on the student record;
- w) information about any suspension of more than one day or expulsion relating to the student or the student's rights under the *Education Act* which must:
 - i. be retained in the student record, and

- ii. be removed from the student record not later than three (3) years after the date on which the suspension or expulsion began.

- x) an indication if the parent of the student or child is eligible to have the child or student taught in the French language pursuant to section 23 of the *Canadian Charter of Rights and Freedoms*, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right; and
- y) an indication if the parent of the student or child or the independent student wishes to provide information that they identify as having aboriginal ancestry, a notation indicating whether the student or child is Status First Nations, Non-Status First Nations, Métis or Inuit.

Official Student Record Exclusions

- 6) The contents of an OSR, whether on paper (physical) or digital must not include:
 - a) any information contained in:
 - i. notes and observations prepared by and for the exclusive use of a teacher, education assistant, counsellor, principal or other CBE employee, that are not used in program placement decisions;
 - ii. a report or an investigation record relating to the student or child under the *Child, Youth and Family Enhancement Act*; and
 - iii. counselling records relating to the student or child that are or may be personal, sensitive or embarrassing to the student or child, unless section 12 of this regulation applies; or
 - b) any information that identifies a student as a young person as defined in the *Youth Criminal Justice Act* and all information relating to that student in that capacity.

Interpreting Specialized Tests or Evaluations

- 7) Upon request, a person who is competent to explain and interpret the test results or an evaluation, written by an individual with recognized expertise and training, that is contained within the OSR must be made available to explain and interpret the test result or evaluation to the authorized person seeking access to the OSR.

Report Cards

- 8) All student report cards or the report cards of a child in an early childhood education program must include:
 - a) the student or child's legal name; and
 - b) CBE student or child identification number; and
 - c) the student or child's "also known as" name if one exists; and
 - d) the student or child identification number assigned by the Minister of Education.

**Sensitive
Information**

- 9) A principal may include in an OSR documents as outlined in section 5(a)(iii) if, in the principal's opinion, it would be:
- a) in the public interest; or
 - b) necessary to ensure the safety of students and staff.

**Change of Student
Name**

- 10) The name of a student or child, as recorded on the birth certificate or other formal documentation, will be used on all official CBE records until a legal name change is presented in accordance with the *Vital Statistics Act*. It is the responsibility of the independent student or parent to obtain and provide proof of the name change before any change to CBE records.

**Maintenance and
Handling of Child or
Student Information**

- 11) All student information or information about a child in an early childhood program will be maintained and destroyed in accordance with CBE Records Retention Guidelines.
- 12) All student information or information about a child in an early childhood program must be kept secure and confidential.
- 13) Paper (physical) OSRs, must be kept in locked storage or in a room that is not accessible to unauthorized persons.
- 14) Digital student records or records of children in an early childhood program, must be protected through the use of access controls including, security levels, passwords, encryption and other controls and procedures established by CBE.

**Access to Child or
Student Information**

- 15) All information about a student or a child in an early childhood program is personal and confidential, and may only be disclosed in accordance with the Freedom of Information and Protection of Privacy Act, sections 56(3) and 70 of the *Education Act* and the Alberta School Records Regulation, with the written consent of:
- a) the parent in the case of a child or a student who is under 16 years of age; or
 - b) the independent student or the parent in the case of a student who is 16 years of age or older;

and disclosed to:

- a) the student to whom the information pertains;
- b) the parent of a child enrolled in an early childhood services program;
- c) the parent of the student to whom the information pertains, unless the student is an independent student;
- d) the parent of an independent student, provided that written authorization granting access has been given by the independent student;
- e) an individual with access or entitlement under a court order, unless the student is an independent student;
- f) an employee of CBE, if the information is necessary and relevant to a matter being dealt with by the employee, acting in accordance with their duties;

- g) the Minister of Education at the request of the Minister for the purpose of carrying out any program or regulation under the Minister's administration;
 - h) an individual, acting on behalf of the Minister responsible for the *Child, Youth and Family Enhancement Act*, when the information is necessary to plan or provide services to a child;
 - i) officers of a court under a subpoena, court order; or a search warrant;
 - j) the Department of Justice of the Government of Alberta or to its designate when requested by that Department or its designate for the purpose of administering the *Youth Justice Act* or the *Youth Criminal Justice Act (Canada)* or carrying out any program or policy under either Act; or
 - k) a school in accordance with the provisions for transfer of the OSR in section 34 of this regulation.
- 16) A medical officer of health, as defined in the *Public Health Act* or designate, at their written request, may access;
- a) a student or child's name, address, date of birth, sex and school; and/or
 - b) the name, address and telephone number of the student or child's parent,
 - c) for the purpose of;
 - i. contacting parents regarding voluntary health programs offered by the Regional Health Authority, including immunization, hearing, vision, speech and dental health programs; and/or
 - ii. communicable disease control.
- 17) Prior to providing access to the OSR, the records, whether on paper (physical) or digital (within PASI), must be reviewed by the principal or designate to ensure:
- a) compliance with this CBE Student Record administrative regulation;
 - b) compliance with the *Protection of Privacy Act*, the *Access to Information Act*; and
 - c) no reference to personal information of others is included in the OSR.

Procedure for Access

- 18) The contents of the OSR may be examined by persons who are entitled to do so as per section 15 or 16, on an appointment basis.
- 19) For currently enrolled students and children an appointment can be made at the school.
- 20) The principal or designate must always be present when an OSR, paper (physical) or digital, is accessed by individuals other than authorized CBE employees.
- 21) A record must be kept at the school documenting occasions where information in the OSR was accessed by anyone other than CBE employees including:
 - a) date of access; and
 - b) name of person(s) accessing the OSR.
- 22) A person who is entitled to access an OSR, under section 15 and 16 of this administrative regulation, may request a copy of the official record.
- 23) A request for copies of any documents contained in the OSR must:
 - a) be in writing using the appropriate Records Request form;
 - b) identify what is to be copied;
 - c) name the recipient of the copy;
 - d) include the written consent of the independent student or parent, if the recipient is other than the student or parent;
 - e) be stored at the school and maintained according to Records Management processes; and
 - f) kept on site for the current school year, plus one (1), and then disposed of in accordance with Corporate Records Management Guidelines.
- 24) Section 22 does not apply to authorized staff of CBE acting in accordance with their duties.
- 25) Only information required to be in the OSR, as outlined in this regulation, must remain in the OSR.
- 26) Information not identified in section 5 may be removed with consultation/guidance from Corporate Records Management.

Removing Information

- 27) Student information or information about a child in an early childhood program in the OSR, whether on paper (physical) or digital, may only be removed, deleted or destroyed:
- a) in accordance with established Corporate Records Management Guidelines;
 - b) with approval by the Chief Superintendent; or
 - c) under the direction of the Minister of Education.
- Changes to Official Student Records**
- 28) If, on reviewing an OSR, a person who is entitled to review the OSR is of the opinion that the OSR contains inaccurate or incomplete information, that person may request that CBE or the person other than the CBE providing an early childhood services program, rectify the matter.
- 29) A request for correction or alteration of an OSR must be made, in writing, to the principal.
- 30) Information relating to the request for a change to the child or student's record and the resolution of the request must be placed in the OSR.
- 31) Changes must not be made to professional opinions.
- 32) Changes must be made to correct inaccurate factual information.
- Concerns and Complaints**
- 33) A person who is entitled to review an OSR may request a review of the accuracy or completeness of the student record through CBE established Concerns and Complaints process.
- Transfer of CBE Official Student Record**
- 34) The OSR may only be transferred in accordance with this regulation.
- 35) Schools retain full responsibility for ensuring the content of the OSR is accurate, complete and up-to-date before sending the OSR to Corporate Records Management or to another CBE school.
- 36) Parental consent is not required to transfer the OSRs to another school within CBE or another jurisdiction inside or outside of Alberta.
- Year End Transfers**
- 37) Transfers of OSRs at the end of the school year are to be conducted according to CBE processes and procedures. No personal transportation of OSRs may occur.
- 38) Schools will have appropriate documentation for year-end transfers, utilizing the OSR Receipt Acknowledgment Forms.

Transfers <i>within</i> CBE	39) When a child or student transfers <i>within</i> CBE, the receiving school requests the student record utilizing the Student Record Request Form.
Transfer <i>into</i> CBE	<p>40) A child or student transferring <i>into</i> CBE from other schools districts or divisions within Alberta will only have digital student records saved within PASI.</p> <p>41) Children or students transferring to CBE, from outside of Alberta, will have paper and/or digital records that need to be included and maintained in the OSR.</p>
Transfer <i>out of</i> CBE	42) OSRs for all children or students transferring out of the CBE, (external to CBE) must be digital and available to the new school through PASI.
Inactive Official Student Record	<p>43) Once the child or student has withdrawn, graduated or transferred out of CBE, the OSR is deemed to be inactive and the contents must be reviewed, verified and thereafter sent to Corporate Records Management.</p> <p>44) Inactive OSRs will be maintained in accordance with CBE Corporate Records Classification and Retention Schedule.</p>
Record Transfer Log	<p>45) A school must keep a log of the OSR transfer to other schools or Corporate Records Management including:</p> <ul style="list-style-type: none"> a) date of the transaction b) name of the persons, schools involved in the transaction; and c) the written request for transfer.

8 | History

Approval	December 2024 November 2023 December 4, 2015 January 5, 2000
Next Review	November 2028
Revision/Review Dates	February 2002 May 2005 December 2015

9 | Related Information

- *Education Act*
- *Vital Statistics Act*
- *Protection of Privacy Act*
- *Access to Information Act*
- *Alberta Student Record Regulation*
- AR 1061 | Responsible Care and Security of Information
- AR 1062 | Responsible Use of Electronic Information Resources
- AR 1064 | Public Sharing of Student Information
- AR 6000 | Independent Students
- AR 6090 | Child and Student Registration and Admission
- AR 6091 | School Transfers