

SCHOOL DISTRICT NO. 92 (NISGA'A)

Policy Subject: STUDENT RECORDS

Date Passed: 91.10.08

Date Amended: May 21, 2019

Description
STUDENT RECORDS

Regulation: 303-R

1. Access to student records shall be restricted to:
 - a) school and school system personnel;
 - b) parents as defined in the School Act;
 - c) the student whose record it is;
 - d) personnel authorized by the parent or guardian, or by the Superintendent or Principal under Section 9(2) of the School Act.
2. When access is requested by a parent or guardian, the contents and professional interpretation shall be provided by the principal and/or teacher.
3. Students are entitled to have access to their records. Students under the age of 19 years must have prior written permission from their parents or guardian.
4.
 - a) Records for Graduates

Student records shall be retained by the school for two years. After two years, the records shall be checked and only those materials related to progress and attendance and the Permanent Record card shall be forwarded to the District Office. These records will then be maintained for a period not exceeding seventy years after graduation.
 - b) Records for Students Transferring
 - (i) Students who transfer to another public school within the Province will have their records sent to their new school upon request by the receiving principal.
 - (ii) Students who transfer to a private or independent school within the Province will have photocopies of all relevant material sent to the new school upon request by the receiving principal. The original Permanent Record will be retained by the school as per 4(a).
 - (iii) Students who transfer out of province will have photocopies of their records sent to their new school upon request by the receiving principal.
5. Student records will not be given directly to students or parent/guardians. In the case of

students who transfer, the records will be mailed or couriered.

6. Student record files may not be removed from a school unless the records are subpoenaed by a court or the records are being transferred.