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## **Background**

In keeping with the mandate of Alberta Education to keep student records in a cumulative file, the Calgary Girls Charter School maintains a single student record file for each student.

As per the Student Record Regulation, a single student record file for each student shall be established upon initial registration at CGCS and will be maintained at the school for the exclusive purpose of accumulating information needed to provide for student welfare.

## **Procedure**

1. Upon receipt of a student registration, the school administrative assistant will log into PASI (Provincial Approach to Student Information) and claim the new student, accessing the electronic student file. In the event that a digitized record in PASI does not exist, the school admin assistant will request a copy of the student record from the previous jurisdiction, via email.
  - 1.1 A record of these requests will be kept.
  - 1.2 Within two (2) weeks of receipt of a hard copy of a student record, it will be digitized and uploaded to PASI.
2. All information in the student record file, whether digitized or hard copy, will be treated as confidential and accessible on a “needs to know basis” only by:
  - 2.1 Teachers who have need of it in performing their duties;
  - 2.2 A parent or legal guardian;
  - 2.3 Others, in accordance with needs or entitlement established by provincial law and regulation.
3. Retention and Disposal of Records
  - 3.1 Student records (CUM files, psychological reports, student files) will be preserved until the following dates, or, as per the Student Record Regulation, until the record has been forwarded to another school in Alberta.
  - 3.2 If a student file is transferred, a record of the request for transfer will be kept.

- 3.2.1 Prior to the transfer of a student record, any information relating to student suspension or expulsion that is more than one (1) year from the date on which the suspension or expulsion began, will be removed from the file.
- 3.3 If a student transfers to a school outside Alberta, then a copy of the student record is sent and the original record is preserved as follows:
  - 3.3.1 If the year of graduation is known, the record will be preserved for a period of seven (7) years past the expected year of graduation.
  - 3.3.2 If the year of graduation is not known, the file will be preserved until the student reaches twenty-six (26) years of age.
  - 3.3.3 Student records of attendance will be preserved for ten (10) years.
  - 3.3.4 Transportation records will be preserved for five (5) years.
  - 3.3.5 Records to be disposed of shall be incinerated or shredded depending on the confidentiality and volume, in accordance with the Student Record Regulation.
  - 3.3.6 The Principal is responsible for the administration of this schedule.

Reference:

Education Act, s. 18, 52, 53, 54, 56, 222  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act  
Public Health Act  
Social Development Act  
Vital Statistics Act  
Youth Justice Act  
Section 23 Canadian Charter of Rights and Freedoms  
Youth Criminal Justice Act  
Freedom of Information and Protection of Privacy Regulation 200/95  
Student Record Regulation 97/2019