

## Administrative Procedure 320 - Student Records

---

### Background

The Division has a responsibility and holds staff accountable in the development and maintenance of, along with the provision of access to, student records as defined in the relevant legislation/regulations and accompanying regulations of the Minister.

Student records and confidential records prepared by the Division, or on behalf of the Division as part of its mandate to provide educational programs under the relevant legislation/regulations, are in the ownership of the Division. Rules about the collection, use, access to and disclosure of such information is subject to government statute and applicable policy and procedures.

### Definitions

*Confidential record* is defined as a record created and stored securely and separately from the student record for the purpose of holding:

- Notes and observations prepared by or for teacher, counsellor or Principal and not used in program placement decisions;
- Information related to a report or investigation under the relevant legislation/regulation.
- Information that identifies a student as a person defined in the relevant legislation and regulations and all information relating to that student in that capacity;
- Specific counselling records related to a student that may be personal, sensitive or embarrassing to a student (unless the placement of the information in the student record would be deemed to be in the public interest or necessary to ensure the safety of student and staff).

*Student record* is defined as that information concerning a student as specified in the regulations of the Minister.

The Division directs each Principal to maintain a record (in PASI) for each student enrolled in its schools.

### Procedures

1. The Principal shall be responsible for the accuracy, accessibility, security, transfer and annual review of student records.

2. Each student record shall contain:

- 2.1. A birth certificate showing the student's name as registered under the Vital Statistics Act, or, if the student was born in a jurisdiction outside Alberta, the student's name as registered in that jurisdiction, and any other surnames by which the student is known;
- 2.2. The student identification number assigned to the student by the Minister and any student identification number assigned to the student by the Division;
- 2.3. Name of the student's parent(s), a copy of any separation agreement or court order referred to in the Education Act;
- 2.4. Personal data, including: birthday, gender, addresses and telephone numbers of the student and of the student's parent;
  - 2.4.1. Notification and Consent for name and Pronoun Changes
    - 2.4.1.1. When a student aged 15 and under makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall immediately notify the student's parents and seek consent.
    - 2.4.1.2. When a student aged 16 or 17 makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall immediately notify the student's parents.
    - 2.4.1.3. When the Principal believes that notification as outlined in clauses 2.4.1.1 and 2.4.1.2 is reasonably expected to result in harm to the student, the Principal shall ensure the student receives assistance prior to notification.
    - 2.4.1.4. Modifications made as a result of actions in 2.4.1.1. and 2.4.1.2 must also be recorded in Administrative Procedures 307: Student Information System (SIS).
- 2.5. Citizenship of the student and, if the student is not Canadian, the type of visa or other document to which the student is lawfully admitted to Canada and the expiry date of that visa or other document;
- 2.6. Division of which the student is a resident student;
- 2.7. Name of all schools attended and dates of enrolment;
- 2.8. Annual summary or summary at the end of each semester of the student's achievement or progress in courses and programs in which the student is enrolled;
- 2.9. Results of diagnostic, achievement and diploma examinations administered by or on the behalf of the province;
- 2.10. Results of any standardized tests locally administered to all or a large portion of the students or to a specific grade level of students;

- 2.11. In relation to any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by the Division,
    - 2.11.1. The name of the assessment or evaluation;
    - 2.11.2. A summary of the results;
    - 2.11.3. The date of the assessment or evaluation;
    - 2.11.4. The name of the individual who administered the assessment or evaluation;
    - 2.11.5. An interpretive report relating to the assessment or evaluation;
    - 2.11.6. Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
  - 2.12. In relation to any independent formal intellectual, behavioural or emotional assessment or evaluation requested by the student's parent and administered to the student by an independent party:
    - 2.12.1. The name of the assessment or evaluation;
    - 2.12.2. A summary of the results;
    - 2.12.3. The date of the assessment or evaluation;
    - 2.12.4. The name of the individual who administered the assessment or evaluation;
    - 2.12.5. An interpretive report relating to the assessment or evaluation;
    - 2.12.6. Any action taken as program planning as a result of the assessment, evaluation or interpretive report.
  - 2.13. Any health information that the parent(s) wishes to be placed in the student record;
  - 2.14. Annual attendance summary;
  - 2.15. If eligible, request for instruction in French;
  - 2.16. Any formal education plan (IPP, etc.) when devised;
  - 2.17. Information about any suspension of more than one (1) day or expulsion relating to the student. This is to be kept for a minimum of one (1) year and a maximum of three (3) years.
  - 2.18. A notation indicating whether the student is Status Indian/First Nations, Métis or Inuit, if the parent wishes to provide this information.
3. The Principal shall use discretion in adding any other sensitive or confidential information not included in the list above.
4. Access to the information in a student record shall be limited to:
- 4.1. The parent(s) of the student, except where the student is an independent student.

- 4.2. The student is sixteen (16) years of age or older.
  - 4.3. A school division employee on a need to know basis.
  - 4.4. The Minister or a delegated party.
  - 4.5. Where there is a request for a student record by a parent and/or the student and the school or department has a concern, the school or department shall contact the Secretary Treasurer for consultation.
  - 4.6. Where there is a request for a student record from someone other than the parent, the school principal shall consult [Administrative Procedure 321 Student Information Sharing](#).
  - 4.7. When parents or students are given the opportunity to review the student record, the Principal or designated professional shall accompany those persons accessing the record to ensure that no documents are removed or added without the approval of the Principal.
  - 4.8. Where a parent, or independent student, or a student over 18 years of age requests copies of information placed on a student record, the Principal may make photocopies of such documents and provide them to that parent or student.
5. Access is permitted to materials such as specialized tests that require interpretation or explanation only if such a qualified person is available.
6. Student records shall be retained at the last school the student attended for at least seven (7) years after the student normally would have been expected to graduate from Grade twelve (12), unless such records are transferred as outlined in clause 7.1.
7. The transfer of student records, when requested in writing by the Principal of the receiving school, shall be handled on the following basis:
- 7.1. If a student transfers to another school in Alberta, the original student records file, if not in electronic form, shall be sent to the school.
  - 7.2. If a student transfers to another school outside Alberta, a duplicate copy of the student records file may be sent to the school and the original kept by the original school as outlined in section 6.

Reference:

Section 33, 56 Education Act  
Student Records Regulation  
Student Evaluation Regulation  
Children First Act  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act  
Freedom of Information and Protection of Privacy Regulation  
Public Health Act  
Criminal justice Act, Vital Statistics Act, Alberta limitations Act

Section 23 Canadian Charter of Rights and Freedoms  
Youth Justice Act  
Youth Criminal Justice Act (Canada)

Effective: 1998-05-15  
Amended: 2022-01-01; 2024-09-23; 2025-07-28