

STUDENT RECORDS

Background

Directors in the College shall establish and maintain a record for each student enrolled.

Personal information will be collected and used in compliance with the Freedom of Information and Protection of Privacy Act.

Procedures

1. The student record must contain all information affecting the decisions made about the education of the student that is collected or maintained by the school regardless of the manner in which it is maintained or stored, including

- 1.1 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;
- 1.2 Also known as name (if applicable);
- 1.3 Student identification number assigned by Alberta Education;
- 1.4 Student identification number assigned by the College;
- 1.5 Birth date of the student;
- 1.6 Gender of the student;
- 1.7 Addresses and telephone numbers of the student;
- 1.8 College of which the student is a resident;
- 1.9 Citizenship of the student and, if the student is not a Canadian citizen, a copy of the landed immigrant certificate or visa;
- 1.10 Names of the schools attended by the student in Alberta and the dates of enrolment, if known;
- 1.11 Annual summary or a summary at the end of each semester of the student's achievement or progress in the courses and programs in which the student is enrolled;
- 1.12 Results obtained by the student on any achievement test, diploma examination, or diagnostic test, conducted by or on behalf of the province, and any special provisions under which the tests were written;
- 1.13 Results obtained by the student on tests written as part of the College's standardized testing program;
- 1.14 Any health information that is placed on the student record (Immunizations, Criminal Record); Consent form to be signed to release this information to third party;
- 1.15 An annual summary of the student's school attendance;

1.16 Information about any suspension or expulsion relating to the student or the student's rights pursuant to the School Act which must be retained on the student record

1.16.1 For a minimum of one year following the date of the suspension or expulsion,
or

1.16.2 For a maximum of three years following the date of the suspension or expulsion
after which the information must be removed from the student's record.

1.17 If the student wishes to provide information that they are of aboriginal ancestry, a notation indicating whether the student is Status Indian/First Nations, Non-Status Indian/First Nations, Métis or Inuit.

2. If an individualized program plan (IPP) has been prepared for a student, the plan and any updates, and transition plans must be included in the student's record.

3. The Director may require a copy of the student's birth certificate if the student was born in Canada or another official document if the student was born outside of Canada.

4. A student record must not include

6.1 Information contained in notes and observations prepared by and for the exclusive use of a staff member that are not used in a program placement decision

5. A College may exclude from a student record a test instrument or any part of it, but where there is an appeal before the College in respect of a test, or a test result, the persons referred to in Section 23 (2) of the Act may review a test instrument as if it were part of a student record.

6. The Director shall ensure that the information referred to in student records is updated annually.

7. Student records are kept in a locked contained space at which time during enrolment only the Director and Registrar have access. Once enrolment has been complete the record only becomes accessible by the Director or the student by formal written request.

7.1 College will release records within 7 days of written request.

Administrative Procedure 118

Adopted: June 17, 2021

Reviewed/Revised: August 16, 2022

Reference:

Freedom of Information and Protection of Privacy Act

Public Health Act

Social Development Act

Vital Statistics Act

Section 23 Canadian Charter of Rights and Freedoms

Freedom of Information and Protection of Privacy Regulation 200/95

Student Record Regulation 225/2006

Student Evaluation Regulation 177/2003