

# Information Management Guideline – Managing Student Records

## **Background**

The *Student Records Policy* provides general direction for the management of student information by Department of Education employees, and enables the implementation of guidelines that ensure consistency in the collection, retention, and disposition of student information.

A student's record should include information that is required by school-based and Department of Education staff to support the improvement of the instruction of the student.

Pursuant to s.16 of the *Education Act* students who have been determined to have special education needs will have an additional student file(s) (a green file at the department and a working file located in the school). The procedures relating to collection and use of these files are set out in the [Student Support Services School Manual](#).

For information about managing student records, please contact the Department of Education's Records Unit at 667-5369 or 667-3714.

## **Collection of Student Records**

Student records should include the following information recorded either on the student's Permanent Student Record Card (PSR/Cume Card), or contained in the Yellow File (supporting documents file):

- a) The student's enrollment form, including:
  - i. the student's name as registered under the *Vital Statistics Act*, and any other surnames by which the student is known;
  - ii. the student's birth date
  - iii. the name(s) of the student's parents/legal guardians;
  - iv. the address and phone number of the student and their parents/legal guardians;
  - v. the student's citizenship (if the student is not a Canadian citizen, the type of authorization to reside in Canada that the student has, and its expiry date);
  - vi. the name of the last school attended.
  
- b) Final annual reports of the student's achievement in the courses of study in which they were enrolled (e.g. report cards, transcripts, WELLS reports, Individual Education Plan (IEP) or Student Learning Plan (SLP) progress report, self-evaluation report and/or learning assistance report/summaries).

- i. Interim reports may be placed in the file as transitory records, but must be replaced by final reports.
- c) The results the student has achieved on any achievement test or assessment conducted by or on behalf of the Department of Education.
- d) A signed copy of the student's IEP or SLP, if applicable.
- e) An annual summary of the student's attendance.

**A student record should not include:**

- a) copies of the student's birth certificate or health care insurance card or First Nations status card number;
- b) documents such as 'class overviews' that do not relate directly to the student;
- c) notes and observations prepared by and for the exclusive use of a teacher, or school administrator or other staff member;
- d) Information which, if disclosed to another person, would cause irreparable harm to the student; as determined by the school administrator.
- e) Any order that has been made in relation to custody/access to the student and their student record.
- f) A copy of any suspension issued to the student under s. 41 of the *Education Act*.

**Retention and Disposition of Student Records**

All original student records are to remain in Yukon:

- a) if a student is transferred to an out-of-territory school, and records have been requested, only a copy is sent.
- b) If the student is transferring to another school in Yukon, the original record is transferred to that school.

The administration retains the student's record in the school for five years after the student leaves the school. After five years the student's information must be transferred to the Department of Education Records Unit.

If a request is received to access the student's record while the record is retained at a school, it is the school's responsibility to respond to the request.

If a request is received to access a student's record after the record has been transferred to the Department of Education's Records Unit, the request will be

completed by the Department of Education, Student Information & Assessment Unit, 667-5170.

In accordance with the Archives Act, retention and disposition of student information is carried out under the guidance/directions of the Territorial Archivist, under schedule EDUC/07-033