FREQUENTLY ASKED QUESTIONS
ABOUT THE STUDENT CUMULATIVE RECORD

What Legislation Applies to the Student Record?

There are three pieces of legislation that apply to school boards in general and the student record in particular:

- School Act
- Student Record Regulation
- Freedom of Information and Protection of Privacy Act

What is a Student Record?

The School Act requires that 'A board shall establish and maintain pursuant to the regulations a student record for each student enrolled in its schools'. (School Act Section 23(1)).

When you first register your child in a school in Alberta this student cumulative record is created which is kept throughout his or her school years and follows your child from school to school. The documents found on this record are determined by the Student Record Regulation.

What should be on the Student Record?

The student cumulative record must contain “all information affecting the decisions made about the education of the student that is collected or maintained by the board, regardless of the manner in which it is maintained or stored….” (Student Record Regulation Section 2(1))

This information includes:

- Legal identifiers assigned by the board and Alberta Learning including special education codes assigned for funding and monitoring. (Student Record Regulation Section 2(1) (b))
- The addresses and telephone numbers of the student and of the Student’s parent (Student Record Regulation Section 2(1)(g))
- Copies of birth certificates, immigration documents or visas, (Student Record Regulation Section 2(4))
- Legal supporting documentation to establish which persons (parents or guardians) have the right of access to the student record under Section 23 of the School Act. (Student Record Regulation Section 2(1) (c) and (d))
- Reports cards and a record of attendance are filed on the student cumulative record each year. (Student Record Regulation Section 2(1) (k) and (q))
- Assessments – either the name of the test, the name of the test administrator, the date of administration and a summary of the results of the test, or the complete formal, interpretive report. (Student Record Regulation Section 2(1) (n))
- Individualized Program Plans (IPP) for each year of instruction where one has been created. (Student Record Regulation Section 2(3))
- Records of suspensions and expulsions are maintained on the student record for a period of at least one year and for a maximum of three years following the date of suspension or expulsion, (Student Record Regulation Section 2(1) (r))
- Additionally, parents and students may place other interpretive reports on the student record to assist the school board in making education decisions about the student. (Student Record Regulation Section 2(1) (o))

Additionally the Calgary Catholic School District requires copies of parental baptismal certificates or other Catholic sacramental documentation in order to prove residency in the system. Copies of student Catholic sacramental documentation are also placed on the Student Record.
What is NOT be on the Student Record?

- Notes and observations not used in program placement. (Student Record Regulation Section 3(1)(a)(i))
- Information related to a report or an investigation under the Child Welfare Act. (Student Record Regulation Section 3(1)(a)(ii))
- Information related to the Youth Criminal Justice Act. (Student Record Regulation Section 3(1)(b))
- Information of a sensitive nature (contained in counseling or other records). (Student Record Regulation Section 3(1)(a)(iii)).

Records kept on the student that are not on the student record may contain personal information and, if they are in the custody and control of the board, may be subject to the FOIPP Act.

Who has access to the Student Record?

- The student, the student's parent and any other person who has access to the student under a separation agreement or an order of the court are entitled to review the student record under Section 23 of the School Act and receive a copy of that record. (Student Record Regulation Section 7(2))
  If you wish to review your child’s student record, please call the school principal and make an appointment.
- The parent or student (if the student is 16 or older) may also consent to the disclosure of information in the student record. This consent must be in writing. (Student Record Regulation Section 7(2)(d))
- Employees or agents of the board may review the record. (Student Record Regulation Section 7(2)(b))
- The Minister of Learning may get information from the student record for the purpose of carrying out any program or policy under the Minister's administration. (Student Record Regulation Section 7(2)(c))
- Information may be disclosed to the Department of Justice for the purpose of the administration of the Youth Criminal Justice Act. (Student Record Regulation Section 7(3))
- Parent and student information is disclosed to the Regional Health Authorities for vision and hearing screening and speech and dental health programs. (Student Record Regulation Section 7(4))

How do I get a copy of a student record?

If your son or daughter is currently enrolled at one of our schools, or if you are a person who has access to the student under a separation agreement or order of court, and the student is less than 18 years old and is not an independent student, complete a ‘Student Records Request and Authorization’ at the school and they will copy the student cumulative record for you.

What happens to student record if I leave the District?

When a student transfers to another school in Alberta, once the District receives a request from the new school, the student cumulative record is sent to the new school. This includes confidential reports and assessments which are now considered part of the standard student record. (Student Record Regulation Section 8(1))

When a student transfers outside of the province, a copy of the information is transferred once it has been requested by the new school. (Student Record Regulation Section 8(2))

If you have any questions concerning the student cumulative record, contact the Coordinator, District and Student Records,
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