

ADMINISTRATIVE PROCEDURE

Students

Student Records

STU #19

Revised: May 2025

Background

Student records in the custody of or under the control of Christ The Redeemer Catholic Schools (“CTR Catholic”), including any record containing personal information, shall be maintained, retained, and where applicable, disposed of in a manner consistent with Alberta Education’s Student Record Regulation and the Freedom of Information and Protection of Privacy Act. The Superintendent or designate is responsible for the administration of this administrative procedure. These procedures must be read in conjunction with the [Alberta Education Student Record Regulation](#) upon which they are based.

Student records can be organized into two general categories: regulated student records and supplemental student records. Regulated student records are records about students that are governed by both the *Freedom of Information and Protection of Privacy Act* (the FOIP Act) and the *Student Record Regulation*. Examples of regulated student records include registration and demographic forms; copies of birth certificates; progress reports; attendance records; assessment and evaluation reports; Learner Support Plans; medical and safety plans; court orders; and suspension and expulsion letters (other than one-day suspension letters). Supplemental student records are records about students that are governed by the FOIP Act alone and not the *Student Record Regulation*. Examples of supplemental student records include copies of sacramental records, letters and emails about students between employees or between employees and students’ parent / guardians, employee notes and incident reports. They also include notes, observations, testing instruments and counselling records.

All student records in the custody or control of CTR Catholic will be maintained and securely stored to prevent unauthorized access. Student records are to be treated as confidential information at all times. Student records may be stored in digital format such as PowerSchool, School Engage and School Cash, or physical format, which remain under lock and key.

Procedures

1. Creation and Storage of **Regulated** Student Records
 - 1.1. All employees must ensure the following respecting the student’s regulated student records:
 - 1.1.1. the student’s regulated student records include all the information required under the Student Record Regulation and does not contain information that is prohibited under the Student Record Regulation;
 - 1.1.2. the information included in the student’s regulated student records is complete and accurate;
 - 1.1.3. the student’s regulated student records are stored in a digital form, physical form, or a combination of both;

- 1.1.4. the student's regulated student records are stored in such a way that employees can distinguish the student's regulated student records from the student's supplemental student records;
 - 1.1.5. security arrangements are made against such risks as unauthorized access to, use of, disclosure of, or destruction of the student's regulated student records.
2. Creation and Storage of **Supplemental** Student Records
 - 2.1. All employees must ensure the following respecting a student's supplemental student records:
 - 2.1.1. the information included in the student's supplemental student records is accurate;
 - 2.1.2. the student's supplemental student records are stored in physical form, digital form, or a combination of both;
 - 2.1.3. the student's supplemental student records are stored in such a way that employees can distinguish them from the student's regulated student records;
 - 2.1.4. security arrangements are made against such risks as unauthorized access to, use of, disclosure of, or destruction of the student's supplemental student records.
3. Transitory Notes
 - 3.1. Transitory notes are brief, informal documents that have limited usefulness such as meeting notes, task lists, phone messages etc. that serve as temporary records for a specific purpose such as the creation of an official record. Transitory notes can be destroyed when:
 - 3.1.1. the purpose of the note has been fulfilled (e.g., after a task is completed and the official record documented);
 - 3.1.2. the information is no longer needed for reference or further action.
 - 3.2. Should transitory notes be retained they could be subject to a FOIP request.
4. Employee Access to Student Records
 - 4.1. Employees may access a student's regulated and supplemental student records if the student is enrolled at their school and access is necessary to fulfill their job responsibilities.
5. Parent / Guardian Request for Regulated Student Record Information
 - 5.1. A parent / guardian who contacts the school and requests information from the regulated student record, must make their request to the principal.
 - 5.2. The request may be processed if all the following apply:
 - 5.2.1. the student is currently enrolled in the principal's school;
 - 5.2.2. the requesting parent / guardian is authorized to access education information about the student; and
 - 5.2.3. no redaction of any personal information is required to protect the personal privacy of any individual.
 - 5.3. Once approved, the school administrative assistant or learning support teacher may action requests that are approved by the principal.
 - 5.4. A principal must not process a request to access a student's regulated student records and must instead refer the request to the Student Information Systems Coordinator if any one or more of the following applies:
 - 5.4.1. the student is not currently enrolled in the principal's school;
 - 5.4.2. the request is from an individual who is neither the student's parent / guardian, nor a representative of another school jurisdiction;
 - 5.4.3. the request is from the student's parent / guardian, but the student's parent / guardian is not authorized to access education information because of student status, a court order or custody agreement;

- 5.4.4. the request is from a lawyer or agent for another individual;
- 5.4.5. the request is from law enforcement or Children's Services; or
- 5.4.6. redaction of personal information may be required to protect the personal privacy of any individual.

6. Parent / Guardian Request for Supplemental Student Record Information

- 6.1. A principal must not process a request to access a student's supplemental student records and must instead refer the request to the Student Information Systems Coordinator.

7. Retention, Transmission, and Destruction of Regulated Student Records

7.1. The principal of a student's current school must do the following:

- 7.1.1. securely retain the student's regulated student records, if any, at the school for the time when the student is enrolled in the school;
- 7.1.2. transmit the student's regulated student records to another school when requested;
- 7.1.3. destroy the student's physical regulated student records after creating and storing electronic copies of them;
- 7.1.4. the Student Information Systems Coordinator must retain and destroy digital regulated student records seven years after the date the student would have been expected to have completed grade 12.

8. Retention, Transmission, and Destruction of Supplemental Student Records

8.1. The principal of a student's current school must do the following:

- 8.1.1. securely retain a student's supplemental student records while the student is enrolled in any school operated by the division;
- 8.1.2. transmit a student's supplemental student records from one school operated by the division to another school operated by Christ the Redeemer Catholic Schools;
- 8.1.3. ensure that none of a student's supplemental student records is transmitted to any other school jurisdiction;
- 8.1.4. destroy the student's physical supplemental student records after creating and storing electronic copies of them;
- 8.1.5. the Student Information Systems Coordinator must retain and destroy digital supplemental student records seven years after the date the student would have been expected to have completed grade 12.