



Student Records

A student record, as defined by *The Public Schools Act*, Section 42.2, is “a record or collection of records respecting a pupil’s attendance, academic achievement and other related matters in the possession or control of a school board.”

A “record” or “recorded information” means a record or information in any form, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means, including graphic, electronic or mechanical means, but does not include electronic software or any mechanism that produces records.

The collection, use, protection, retention, and/or disclosure of information contained in student records shall be in accordance with the requirements of *The Public Schools Act*, *The Personal Health Information Act (PHIA)*, *The Freedom of Information and Protection of Privacy Act (FIPPA)*, and the *Youth Criminal Justice Act* (formerly the *Young Offenders Act*), and other relevant provincial and federal legislation, as appropriate.

In circumstances not covered in the regulation that accompanies this policy, the procedures outlined in the “Guidelines on the Retention and Disposition of School Records (June 2000)” will be followed.

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