



## STUDENT RECORD POLICY

Policy Type: Administrative

Applies To: All Students

Approved By: Lead Principal

Policy Reviewed: every 2 years

Adopted: 2003

Revisions: 2006, 2013, 2017, 2022, 2025

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### PURPOSE

Maple Ridge Christian School (MRCS) is committed to the responsible collection, use, storage, and protection of student records in accordance with the *Independent School Act*, the *Independent School Regulation*, the *Student Records Order (I 1/07)*, and the *Personal Information Protection Act (PIPA)*.

The purpose of this policy is to ensure that all student records are maintained accurately, securely, and confidentially throughout a student's enrollment and beyond, in compliance with provincial legislation and school best practices.

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### DEFINITIONS

**Permanent Student Record (PSR):**

Form 1704 (as prescribed by the Ministry of Education and Child Care), including the two most recent years of Student Progress Reports or an official transcript of grades, the Student Learning Plan (SLP), and any required inclusions such as IEPs, medical alerts, and legal documentation.

**Student File:**

The collection of additional documents relating to the student's educational program and school experience that are not part of the PSR but are necessary for effective administration and student support (e.g., discipline records, correspondence, or health information).

**Sensitive Information:**

Records requiring a high level of confidentiality, such as psychiatric or psychological reports,



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family assessments, counseling reports, or records of child protection reports under the *Child, Family and Community Service Act, s.14*.

### Privacy Officer:

The Lead Principal, who is responsible for ensuring compliance with this policy and with PIPA.

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## PROCEDURES

### 1. Permanent Student Record (PSR)

- Each student must have a completed **Form 1704** maintained according to Ministry instructions.
- PSRs include:
  - The PSR Form 1704
  - The two most recent years of Student Progress Reports or transcripts
  - Student Learning Plan (SLP) and/or Individual Education Plan (IEP), if applicable
  - Inclusions such as health, legal, or support service documentation listed on Form 1704.
- PSRs are stored in a **fireproof, locked cabinet** in the school office and maintained in both paper and secure electronic formats.

### 2. Additional Student Record Items

The following items are kept in each student's record file:

- Legal name and birth certificate (copy)
- Parent/guardian names and contact information



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- Proof of residency and citizenship (Parent/Guardian Declaration Form)
  - Health concerns, allergies, or medical notes not classified as medical alerts
  - Emergency contacts and doctor information
  - Standardized test results, if applicable
  - Discipline records or correspondence related to major incidents
  - Awards and recognitions

Annual updates occur through the **re-registration process** to ensure current contact, medical, and emergency information.

### 3. Sensitive Information

Sensitive student records (e.g., counseling reports, psychological assessments, family assessments, or Section 14 reports) are:

- Stored in a secure, confidential file accessible only to the Lead Principal or designate.
- Shared or disclosed only with **written, dated, and signed parental consent** unless otherwise permitted by law.
- Section 14 child protection reports are retained by MRCS in strict confidence and **not transferred** to another school.

### 4. Access and Disclosure

- Parents/guardians and students (if of age and capacity) may review and request copies of their student records, accompanied by the Lead Principal or designate.
- Both custodial and non-custodial parents have access to student records unless restricted by court order.
- Disclosure to professionals providing education, health, or support services requires written parental consent and signed assurance of confidentiality.



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- MRCS complies with **PIPA** regarding all disclosure, ensuring personal information is only used for purposes a reasonable person would consider appropriate.
  - Questions or complaints about access or disclosure should be directed to the **Privacy Officer (Lead Principal)**.

### 5. Transfer and Retention of Records

- Upon written request from a BC school or authority, MRCS will transfer the PSR and any non-confidential student records.
- Confidential or sensitive materials are transferred only with written parental consent.
- For students moving outside BC, a copy of the PSR is sent; the original is retained.
- If MRCS closes, all PSRs not transferred must be sent to the **Inspector of Independent Schools** within 60 days.
- PSRs and student records are retained for **55 years** after graduation or withdrawal, unless transferred to another K–12 institution.

### 6. Digital and Physical Security

- All electronic student records are stored on **secure, encrypted servers located in Canada**, with password-protected access limited to authorized personnel.
- Regular backups are maintained and stored off-site or in cloud systems compliant with Canadian privacy law.
- Paper records are kept in **fireproof locked cabinets** in secure administrative areas.
- Student records may not be removed from campus without authorization from the Lead Principal.

### 7. Annual Review



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- The Lead Principal or designate will **annually review** a representative sample of student records for completeness, accuracy, and proper inclusion of required documents.

## RESPONSIBILITIES

Role	Responsibilities
<b>Lead Principal (Privacy Officer)</b>	Ensure compliance with this policy and all applicable legislation; supervise access, disclosure, and transfer of records; maintain confidentiality of sensitive information; oversee secure storage and backups; respond to privacy inquiries or complaints.
<b>Administrative Assistant / Registrar</b>	Maintain and update PSRs and student files; ensure all required inclusions and annual updates are completed; prepare records for transfer as required.
<b>Teachers and Support Staff</b>	Maintain accurate academic and support documentation; communicate relevant updates to administration for inclusion in student records.
<b>Parents/Guardians</b>	Provide accurate, current information to ensure the completeness of student records.

## REFERENCES

- *Independent School Act*, s.6.1
- *Independent School Regulation*, ss.9–10



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- *Student Records Order (1 1/07)*
  - *Personal Information Protection Act (PIPA)*
  - MRCS Protection of Privacy Policy (
  - MRCS Personal Information Privacy Policy, Parents & Students