

## STUDENT RECORDS

### POLICY 200.4-

Global Education directs that all student records as required by the BC Ministry of Education – Online Learning Agreement for Non-Resident Learners and the *Freedom of Information/Protection of Privacy Act* shall be completed and maintained in a proper and efficient manner to facilitate appropriate access to student information.

#### Procedures

1. Student records shall be established and maintained for non-resident learners that are registered in online learning courses with Global Education. A student file (physical and/or electronic), shall be established and maintained for each student enrolled in Global Education. Said file will contain copies of current records used in the administration of the student's education program and documents Global Education must collect as required by the Ministry of Education.
2. Global Education must maintain accurate and current records in accordance with the BC Ministry of Education.
3. Global Education maintains annual reports for minimum of ten years.
4. Global Education will keep and maintain, at minimum, the following student records:
  - a. A student record for each non-resident learner registered in a course which records student demographic information including legal name, date of birth, school and/or school district and country of residence.
  - b. Records related to courses in the BC Educational Program to non-resident learners by means of online learning including course admission/withdrawal/completion information, course name and grade level, and final letter grades and percentages for completed courses.
  - c. The student file will contain copies of current records used in the planning and administration of the student's education program.
  - d. The content of a student file will differ with each individual student. Student records must be retained for minimum of 10 years and stored in a secure manner.
  - e. A copy of the student's passport or birth certificate for legal verification of age, and student PEN when required by Ministry of Education policy.
  - f. Any other records relating to the non-resident learner in the custody of Global Education.

- g. Any other information requested by the BC Ministry of Education
5. Access to Information– Access Parent/Guardians have access to all student records and may request copies at any time. Student records may be disclosed to professional staff.
  6. B.C. Offshore, 2+1 Schools, B.C. Public Schools and Independent Schools will be provided access to student records for the students they have registered with Global Education for the purposes of accessing copies of student report cards and uploading information as required by Global Education and/or the Ministry of Education.