

POLICY 200.4-
STUDENT RECORDS

School District 73 Business Company directs that all student records as required by the BC Ministry of Education – Distributed 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.

REGULATIONS

1. Student records shall be established and maintained for non-resident learners that are registered in distributed learning courses with School District No.73 Business Company.
2. SD73BC must maintain accurate and current records in accordance with the BC Ministry of Education.
3. SD73BC maintains annual reports for minimum of ten years.
4. Student Records
 - 4.1. Maintain a student record for each non-resident learner registered in a course.
 - 4.2. Records related to courses in the BC Educational Program to non-resident learners by means of distributed learning.
 - 4.3. The student file will contain copies of current records used in the planning and administration of the student's education program.
 - 4.4. 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.
 - 4.5. A copy of the student's passport or birth certificate for legal verification of age.
 - 4.6. Student report cards.
 - 4.7. Any other records relating to the non-resident learner in the custody of SD73BC.
 - 4.8. 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.