

STUDENT RECORD - SUMMARY

The Student Record Portfolio should always be viewed as a single entity, although BTPS has, for organizational reasons, established three types of files that may be maintained on each student when appropriate:

Student Record	Confidential File	Working File
<ul style="list-style-type: none"> • Student Registration Form • Student Demographic Updates • Birth Certificate or other approved legal name documentation • Foreign student documentation • Custody orders • Schools Attended/Grades • Attendance • Report Cards/Progress Updates • Academic/Achievement Assessments • Discipline Reports • SES Referral Form • Parental Permission – Differentiated Programming/Placement • IPP • CFSA – School Protocol doc. (Success in School Plan) • Medical/Mental Health Information/Reports • Psycho – Educational/Behavioural/Adaptive/Socio-Emotional Assessments • Rehabilitation Information/Treatment plans • Positive Behaviour Support Plan • V-TRA Letter • Application results under Student Evaluation Regulations (AR) 	<ul style="list-style-type: none"> • Report/Investigation Record relating to the Child, Youth & Family Enhancement Act • Counselling records of a personal, sensitive or embarrassing nature to the student • Information as defined by the Youth Justice Act or Youth Criminal Justice Act (Canada) • SES/Counsellor Planning Notes/Test Instruments and Protocols • V-TRA documentation 	<ul style="list-style-type: none"> • Counsellor/ SES Interview/Session Notes • Anecdotal Notes • Informal Observation Notes <p style="text-align: center;">Transfer Information into Confidential file, if appropriate (consult Director of Inclusive Learning)</p> <p style="text-align: center;">Any information not transferred MUST be shredded</p>



Student Record
 Legal Record Under Alberta Education Regulations.
 Annually reviewed (all three files) to confirm relevant information.

DIGITAL TRANSFER OF STUDENT RECORD PROCESS

Type of Transfer	Student Record Portfolio (School Responsibility)
Within Division	Upon enrollment the BTPS school has access to the complete digital student record.

School Jurisdiction Within Alberta	Upon enrollment the Alberta school has access to the complete digital student record.
Out-of Province	A request for the digital student record is approved in Alberta Student Link

ACCESS TO STUDENT RECORD PROCESS

Type of Request	Student Record (School Responsibility)	Confidential File (School Responsibility)
Parent or Student over 16 years of age, within Division	Upon request, with a certificated staff.	Upon request with a qualified Specialist
External Agency	With parent(s)/legal guardian(s) written	With parent(s)/legal guardian(s) written consent
Minister of Learning	With Minister's written directive	With Minister's written directive