

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>POLICIES AND GUIDELINES</i></p>	<p>STUDENTS IV-A-4</p>
	<p>SECURE STORAGE AND TRANSFER OF STUDENT RECORDS</p>
	<p>Adopted: August 4, 1999 Revised: September 1, 1999 January 9, 2008 Page: 1 of 5</p>

SECURE STORAGE AND TRANSFER OF STUDENT RECORDS

This policy has been separated into two sections: Secure Storage of Student Records and Transfer of Student Records.

SECURE STORAGE OF STUDENT RECORDS

Storage and handling of student records and personal student information shall be conducted in a manner that safeguards, through all reasonable measures, the security and confidentiality of all information while enabling the records to be accessed for their intended purpose.

Student records must be stored in locked cabinets or secure rooms designated for file storage.

Student records of students who have graduated, left school without graduating, or transferred out of the province or public school system will be maintained with the same level of security as the student records of students currently in attendance.

Student records of school graduates are to be securely stored by year of graduation.

All materials contained in the student cumulative record should be organized and stapled together by grade.

Responsibility for Student Records Management

Principals are responsible for the security and maintenance of student records. Information contained in student records must be accurate, pertinent and completed in a timely manner to the extent reasonable.

The principal has responsibility for all student records management for their respective school including the following:

- making every reasonable effort to ensure that the information is accurate and up to date;
- ensuring that each student has a cumulative record and, whenever necessary, a confidential record and youth criminal justice record;
- providing storage and ensuring security of the student records ;
- ensuring that any student who transfers into the school has a student record;
- ensuring that all students who transfer out of the school have a current and complete student record to provide to the receiving school;
- familiarize staff with the student records policies on an annual basis.

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The principal may assign tasks for student records management to school professional staff but retains responsibility. Clerical staff, at the discretion of the principal, may enter the requisite information in the demographic block of the student cumulative record. All such staff should have access to and familiarity with all provisions of this Policy.

TRANSFER OF STUDENT RECORDS

Security of Transfer of Student Records: A school board must ensure that a school transfers student records in a secure manner such as board internal mail, secure electronic transfer, or a secure public or private mail service. Schools must track where and to whom the parts of the student record have been sent.

Schools must verify in writing the student records (cumulative and/or confidential record) that have been sent. Please refer to **Appendix B: Acknowledgment of Receipt of a Student Record (2006)**.

Transfer of Cumulative and Confidential Records shall be completed in accordance with the following guidelines:

Within Province—Public Schools

When a student transfers to another public school in Nova Scotia (one that is not their feeder school), it is necessary for programming that the cumulative and any confidential record be provided to the new school. Upon receipt of a completed Request for Student Record (Appendix A), the original school must retain a copy of the cumulative and any confidential record. The school sends the original(s) or transfers the data electronically to the requesting public school. Upon receipt of acknowledgement that the cumulative and any confidential record was received (Appendix B), the student’s previous school must securely shred the photocopies or delete electronic records subject to school board records retention schedules. If appropriate written consent for the transfer cannot be obtained from the parent through reasonable efforts, the principal should seek advice from the board’s central administration regarding the transfer of the cumulative and any confidential record.

Within Province—Non-Public Schools, Agencies, or Organizations

Upon receipt of a written request for a cumulative and any confidential record or specific parts, accompanied by a consent form signed by student’s parent(s)/guardian(s), the school must duplicate the cumulative and any confidential record, retain the originals, and send the printed or photocopied record to the requesting non-public school, agency, or organization.

Out-of-Province Public and Non-Public Schools, Agencies and Organizations

The same procedure is to be followed as stated in “Within Province—Non-Public Schools, Agencies, or Organizations.”

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Judicial Process

Upon receipt of a subpoena, or court order, subject to the advice from appropriate officials and legal advisors for the board, the original student record will be provided through the appropriate process. Schools are required to maintain a copy of the student record until the originals are returned. Upon return of the original, the file copy of the student records should be shredded in a secure manner.

Transfer of Youth Criminal Justice Record

In the event a young person currently under the provision of the YCJA transfers from a school, the school principal will notify the Director of Programs and Student Services, and request direction as to the transfer of the YCJA Record. Further disclosure of the YCJA Record will be in accordance with the YCJA and Department of Justice policies, procedures and practices.

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Appendix A: Request for Transfer of Student Records (2006)

NOTE: All requests for transfer of student records must be made in writing and accompanied by proof of student identity. (e.g, photocopy of driver’s license, birth certificate,passport).

Student Information

Student Name: _____

Date of Birth: _____ Provincial student number: _____

DD/MM/YYYY

I would like to request the following student records:

Type of student record: __ Cumulative record
 __ Confidential record

Student Records to be transferred from:

School name: _____

School address: _____

Student records to be transferred to:

School name: _____

School address: _____

To the attention of: _____

Title: _____

Student records requested by:

Name (please print): _____

Title/relationship to student: _____

Signature

Name (please print): _____

Signature: _____ Date: _____

DD/MM/YYYY

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Appendix B: Acknowledgment of Receipt of a Student Record (2006)

This form must be completed in duplicate by the school sending the student record and must be verified by the school receiving the record. Each school retains one copy.

This is to certify that the indicated student records for the following students have been received.

Student Information:

Student Name: _____

Provincial student number: _____

Type of student record: __ Cumulative record
 __ Confidential record

Name(s) of parent(s)/guardian(s): _____

Student Records transferred from:

School name: _____

School address: _____

School authorized signature: _____

Date records were transferred: _____

DD/MM/YYYY

Student records transferred to:

School name: _____

School address: _____

School authorized signature: _____

Date records were received: _____

DD/MM/YYYY

Please acknowledge receipt by returning a signed copy of this form to the originating school.

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