

**Student Records and Access to Student Records by Parents or Students**

**Policy No. 301.6**

The Board of Education (the “Board”) affirms that student records are collected and used only for the purposes of:

- planning and administering each student’s educational program, and
- meeting the Board’s statutory obligations.

Student records are defined in the School Act, section 79.

It is the policy of the Board that, subject to statutory limitations and Board regulations:

- each student has a right to privacy
- all student records must be treated as confidential
- each student has the right to access their student records
- the student’s parents/guardians have the right to access the student’s records only while the student is under the age of majority
- upon request, student records will be provided to the student or the student’s parents/guardians
- copies of student records will also be provided to appropriate agencies or institutions.

The Board recognizes, however, that access to a record is not absolute and is subject to the provisions of the Freedom of Information and Protection of Privacy Act. There may be circumstances where the School District may withhold personal information from students or their parents if the disclosure of the information could harm the safety and/or mental or physical health of the student, or of another person.

Relevant Ministry of Education References:

School Act, Section 79

Ministerial Order: Student Records Disclosure Order

Ministerial Order: Permanent Student Record Card Order

Freedom of Information and Protection of Privacy Act