



First Nations Education Steering Committee  
First Nations Schools Association

# Student Record Keeping handbook

FOR FIRST NATIONS  
SCHOOLS IN BC

► **Updated May 2021**



The information included in this Handbook is NOT presented as, or intended to serve as, legal advice. First Nations are encouraged to seek independent legal advice as required regarding their particular circumstances.

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# Introduction

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Effective and appropriate record keeping is a fundamental part of a school's operations. Specifically, maintaining thorough records is an important part of a school's efforts to:

- track student progress over time;
- monitor student attendance;
- ensure smooth transitions when there is staff turnover;
- enable a continuation of services if a student transfers to another school;
- coordinate school-based and community services; and
- maintain accountability for services and programs provided to students.

The First Nations Schools Association (FNSEA) and First Nations Education Steering Committee (FNESC) have prepared this Handbook in an effort to assist schools in maintaining student records in ways that reflect effective practice and that meet their needs. The Handbook provides information related to student files, confidentiality, and student record policies and procedures.

Sample forms are included as attachments to this Handbook. These forms are intended as suggestions; they should be adapted as necessary to make them useful for each school. Schools also are encouraged to personalize the forms with school logos, etc.

This document and forms can be downloaded from the FNSEA website ([www.fnsea.ca](http://www.fnsea.ca)).

# 1. Student Files

A Student File should be established and maintained for each student enrolled in the school. The Student File will contain copies of current documents, reports and records used in the planning and administration of the student's education program.

The content of the Student File will differ for each individual, as it will include information that is relevant to each student's circumstances. The primary question for determining what information should be included in the Student File is “*what do parents and staff who are working for the benefit of the student need to know in order to provide the best support possible?*”

All Student Files will include:

- the Permanent Student Record Form (see Part 2 below); and
- at least the five most recent years of Student Progress Reports or Transcripts of Grades.

Student Files will also include some or all of the following information, as relevant for the student.

- Documents relevant to the student's medical or legal circumstances
- Relevant assessment and special education reports, including referrals to or reports from school arranged counselling services, and all related consent forms
- The student's current Individual Education Plan (IEP), if one exists
- Any behaviour / serious discipline reports and materials

*This information is confidential and should not be shared with non -authorized people without parent/guardian consent (described in more detail in the section on Confidentiality and Access to Student File Information , page 15).*

Only formal reports and documents should be included in Student Files. No informal or anecdotal information or notes should be included.

## 2. Permanent Student Record Forms

**See example form on pages 6, 7, and 8, as well as the template form attached at the end of this Handbook.**

One of the key documents to include in a Student File is the Permanent Student Record Form. One Permanent Student Record Form should be created for each student and should include the following.

- The student's legal name and verifying documentation
- The student's personal, family, and emergency contact information
- The student's record of schooling, including school(s) attended, entry and existing grades and dates, and reasons for exits
- A list of documents included in the Student File (described in Section 2.3)
- The student's achievement and attendance record

The Permanent Student Record Form should be updated as student information changes, and should be reviewed at least annually to ensure that it is up-to-date and accurate.

# Permanent Student Record Form Example ...

## PERMANENT STUDENT RECORD FORM (page 1 of 2)

- MEDICAL ALERT
- LEGAL ALERT

### STUDENT INFORMATION

LEGAL FAMILY NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME(S)
USUAL FAMILY NAME (if different)	USUAL FIRST NAME (if different)	USUAL MIDDLE NAME(S) (if different)
GENDER:	BIRTH DATE (YYYY MM DD)	STUDENT #: <sup>1</sup>

### RECORD OF SCHOOLING

NAME OF SCHOOL <sup>2</sup>	ENTRY GRADE	ENTRY DATE YYYY MM DD	EXIT DATE YYYY MM DD	EXIT GRADE	REASON FOR EXIT: transferred, withdrew, graduated, other (explain)

### LIST OF DOCUMENTS IN THE STUDENT FILE

DATE OF DOCUMENT	DESCRIPTION AND/OR DOCUMENTATION	CHANGE OF STATUS / EXPIRY DATE

<sup>1</sup> This may be the PEN number, if PENS are used, or the student identification number assigned by the school. It should match the student number used in DRUMS, if the school uses DRUMS.

<sup>2</sup> Schools may choose to also include their school code

# Permanent Student Record Form Example continued ...

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**Permanent Student Record Form (page 2 of 2)**

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**ACHIEVEMENT / ATTENDANCE RECORD (GRADES K-3)**

SUBJECT	YEAR ____ KINDERGARTEN		YEAR ____ GRADE 1		YEAR ____ GRADE 2		YEAR ____ GRADE 3	
	Language Arts							
Mathematics								
Science								
Social Studies								
Physical Education								
	Days Absent		Days Absent		Days Absent		Days Absent	
	Lates		Lates		Lates		Lates	

**ACHIEVEMENT / ATTENDANCE RECORD (Grades 4-9)**

SUBJECT	YEAR ____ GRADE 4		YEAR ____ GRADE 5		YEAR ____ GRADE 6		YEAR ____ GRADE 7	
	Language Arts							
Mathematics								
Science								
Social Studies								
Physical Education								
	Days Absent		Days Absent		Days Absent		Days Absent	
	Lates		Lates		Lates		Lates	



**Permanent Student Record Form Example continued ...**

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**Permanent Student Record Form (page 3 of 3)**

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SUBJECT	YEAR ____ GRADE 8		YEAR ____ GRADE 9	
	Language Arts			
Mathematics				
Science				
Social Studies				
Physical Education				
	Days Absent		Days Absent	
	Lates		Lates	

**ACHIEVEMENT / ATTENDANCE RECORD (Grades 10-12)**

COURSE / COURSE CODE	Letter grade	%	Credit	Year	COURSE	Letter grade	%	Credit	Year	COURSE	Letter grade	%	Credit	Year
ABSENCES					ABSENCES					ABSENCES				
	LATES					LATES					LATES			

GRADUATION REQUIREMENTS COMPLETED:

- Dogwood
- Adult Dogwood
- Other

Date of Graduation: \_\_\_\_\_

## 2.1 Medical Alert

The student's Permanent Student Record Form should clearly indicate when a Medical Alert is in effect, using an obvious sticker or box at the top of the document (see sample form).

<input type="checkbox"/> MEDICAL ALERT
<input type="checkbox"/> LEGAL ALERT

When a Medical Alert is indicated, a form describing the student's health conditions/medical issue(s) (called herein a Medical Form; sample attached) should be included on the List of Documents shown on the Permanent Student Record Form (see Section 2.3), and the Medical Form should be included in the Student File. An Emergency Procedure Plan (if applicable) should also be attached to the Medical Form.

A Medical Alert should be indicated for the following conditions.

- Diabetes
- Seizures
- Allergy (those that produce an anaphylactic type response, needing hospitalization and/or adrenaline at once by school staff)
- Blood clotting disorders
- Serious heart conditions
- High risk of choking
- Serious asthma
- Any other condition that may require emergency care

MEDICAL FORM SAMPLE	
Student Last Name:	First Name:
Grade:	Birthdate:
Student #:	Care Card #:
PARENT / GUARDIAN CONTACT NAMES AND TELEPHONE NUMBERS	
Name:	Name:
Cell Phone:	Cell Phone:
Work Phone:	Work Phone:
DOCTOR NAME:	Phone:
INDICATE WHAT MEDICAL CONDITION THIS STUDENT HAS THAT MAY REQUIRE EMERGENCY CARE AT SCHOOL:	
DESCRIBE THE POTENTIAL PROBLEM (INCLUDE SYMPTOMS THAT MIGHT BE OBSERVED)	
Describe the necessary action or intervention to appropriately treat this medical condition:	
Step 1:	
Step 2:	
Step 3:	
Step 4:	
Is medication needed? Yes No	
If yes, what medication?	
I have read and verify that the above information is correct.	
Parent/Guardian Name:	Date:
Parent/Guardian Signature:	

Other issues that may interfere with student performance, health or behaviour could also warrant a Medical Form, such as hearing aids, medication prescribed by the doctor, cerebral palsy, cystic fibrosis, etc. Students in primary and elementary grades with **severe** allergies to substances found in the school environment that require preventive and/or treatment action by school staff could also have a Medical Form.

## 2.2 Legal Alert

MEDICAL ALERT  
 LEGAL ALERT

A student's Permanent Student Record Form should also indicate when a Legal Alert or Court Order is in effect, using an obvious sticker or a check box at the top of the document.

A Legal Alert could be indicated for the following reasons, among others.

- Custodial rights situationsku
- Restraining orders
- Special instructions related to access to a student and/or a student's records

All related document(s) should be listed on the Permanent Student Record Form and included in the Student File. If a court order is no longer in effect, the date the order was rescinded should be recorded.

## 2.3 List of Documents Included in the Student File

The Permanent Student Record Form should include a list of key documents / formal reports that are being used to help plan or support individual students' education programs, and are therefore included in the student's file. Not all students will have such inclusions in their files.

**Example: List of Documents in the Student File, as included on the Permanent Student Record Form**

**LIST OF DOCUMENTS IN THE STUDENT FILE**

DATE OF DOCUMENT	DESCRIPTION AND/OR DOCUMENTATION	CHANGE OF STATUS
Year/month/day	Speech language assessment report	
Year/month/day	Medical form	
Year/month/day	Custodial alert form	Rescinded
Year/month/day	Individual Education Plan	

If applicable for the student, the following should be included on the List of Documents in the Student File.

- A Health Services Form
- Legal documents (eg. name change) or court orders
- Support services information (such as psycho-educational reports, speech and language reports, behaviour reports, hearing and vision reports, adjudication requirements for completing assessment activities, etc.)
- Individual Education Plan (IEP)
- Test scores (if deemed relevant and important to the education program of the student)

If the List of Documents becomes full, it may be necessary to create a second list and attach it to the Student Permanent Record Form to allow for additions.

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### **3. Student Records**

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A collection of significant components of the student file are often referred to as the “Student Record.” These components include:

- i. The Permanent Student Record Form;
- ii. Student progress reports for the two most recent years or an official transcript of grades;
- iii. All documents listed on the Permanent Student Record Form; and
- iv. A copy of the student’s current Individual Education Plan, if any.

### Format of Student Information Storage

The information in this Handbook generally relates to student information that has been produced and maintained in paper format.

In some cases, student information may be stored in electronic format. If information is stored in electronic format ...

- the school must be able to recreate the data in case of a system failure, and appropriate back-up plans should be in place.
- printouts of Permanent Student Record Forms should represent all data fields, ideally in the same order as on the form, and printouts should clearly display the date and time of production.
- electronic copies of documents should be stored on a server in a physically secure location, with access limited to employees whose work requires the information.
- necessary precautions should be taken to safeguard against deprecated or obsolete forms of storage.

Finally, Student Records should always be printed and stored when students leave the school, due to a transfer, graduation, or other reason.

## 4. Suggestions for Creating and Managing Student Files

### 4.1 General Recommendations/Guidelines for Student Files

- Student Files **must always** be stored in a locked, fireproof filing cabinet.
- Test protocols (the actual testing sheets used by the assessor) should *not* be kept in the Student File. A copy of the report from the assessor should be included in the file.
- All documents in the file should be signed and dated by the person who created / approved them.

## 4.2 Organizing Student File Information

Contents of student files can be organized into categories. For example, some suggested categories include the following.

- Student report cards / transcripts of grades
  - Individual Education Plans (IEPs)
  - Assessment documents
  - Hearing reports
  - Vision reports
  - Speech and language therapy information
  - Occupational therapy and physical therapy information
- Most student files will not contain information in each category, as students often do not require assessments and services in all areas. It is best to create categories that are relevant to each individual student.
  - All information in each category should be assembled in chronological order, with the most recent information first.
  - Using an ACCO or prong fastener can allow for reasonable access and additions.



A coloured sheet of paper can be used as a cover page to identify the categories.

### 4.3 Management of Student Files

The following points are considered ‘best practices’ for managing student files.

- Student Files should be considered school property. Information should not be removed from a Student File, and Student Files should not be removed from the school.
- All student information must be considered confidential. Pertinent documents should only be accessible to appropriate personnel who need the information to serve the best interests of the child.
- Student information may not be exchanged between schools without a written request and without parental consent (see sample form attached).
- Copies of report cards, academic transcripts, etc. may be shared with other parties only when written consent has been provided by the parent or guardian.
- Personal information, such as addresses and phone numbers, must be considered confidential and should not be disclosed without written consent of the parent/guardian.
- Files should be updated regularly.

The form is titled "PARENTAL CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION / STUDENT FILE TO YOUR SCHOOL". It includes instructions for use, a request for specific information, a statement of consent, and fields for date, signature, and contact information.

**PARENTAL CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION / STUDENT FILE TO YOUR SCHOOL**

(Use when requesting confidential student information / student file from another school)

We would like to request a transfer of [describe exactly what is needed: i.e. student file, specific student records, specific special education information (NB: not all schools include special education forms in student files, although the FNISA recommends doing so as best practice)] for [student name] to our school.

We have obtained signed parent consent for the release of this information, as shown below.

This information will be used to: (state purpose) [include where applicable]

I, \_\_\_\_\_ (parent/guardian) hereby authorize the release of the information described above for [child's name] to [school name] for the purpose(s) described above.

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

PLEASE PRINT \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Home Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

#### Transfers To Another School

When a student is transferring to another school, a copy of the Student File and any other documents deemed relevant should be sent to the new school – provided that a written request has been received and parental consent has been confirmed in writing (see sample form). In such cases, a copy of the Student File / Record should be sent to the new school and the original should be archived. That way, if the student returns, the original Student File / Record will still be available.

#### Transfers From Another School

When a student is transferred to your school – either a returning or new student – it is important to send a written request to the student’s most recent schools, asking for a copy of the most up-to-date Student File / Record.

## **Withdrawals or Graduates**

When a student withdraws or graduates, the Student Record, complete with an official copy of the transcript of grades, should be put into storage. This is especially critical for high school transcripts, which may be requested many years later. BC public schools are required to retain Student Records for 55 years from the date on which the student withdraws or graduates. This practice is recommended for First Nations schools, as well. It is also important to ensure the safe storage of archived Student Records.

## **Confidentiality and Access to Student File Information**

As mentioned above, all student information must be treated as confidential, and it is important that each school have clear guidelines in place for the handling of and access to student information. Clear guidelines will help to ensure that all student information is treated carefully and consistently when sharing is required (see Student Records Policy, Section 5 below).

It is sometimes necessary to provide information to outside agencies in order to best meet the needs of the student. In most cases, any information sharing should only be done with informed written consent from the student's parent or guardian. Informed consent requires that the permission form include a description of what information will be released, the purposes for which it is to be used, and to whom it will be released. For all information transfers, a signed parent/guardian consent form must be placed in the Student File (see sample form attached).

When parental permission is not feasible, but the information is still required by a person planning or delivering health services, social services, or support services to the student, written authorization must be given by the appropriate school official. ***The release of confidential information without parental permission should occur only in extra-ordinary circumstances, such as in cases where a student is at risk***

Information contained in the Student File must be accessible at any time to the parents or legal guardians of school-aged students and to the student. For the benefit of parents and students, parents may want to review their child's file in the presence of someone who can help them interpret the contents. A school staff member ***must*** be present at the review. In addition to a member of the school staff, parents may also want to invite a friend, family member, or education worker to assist in interpreting the content of the file.



As Student Files should be regarded as the property of the school, parents should feel welcome to request a copy of the contents of their child's file, but Student Files must not be removed from the school. If it is not possible to copy the file immediately, parents should be given a reasonable timeframe within which to expect a full copy of the file, such as within 24 hours.

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## **5. Student Record Keeping Policies**

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As outlined above, it is important that schools have a system and guidelines in place for maintaining and using student records and reports. A Student Records Policy can describe those guidelines by addressing the following questions, among others.

- Who is responsible for maintaining and monitoring student records?
- Where are Student Files to be kept?
- Who is authorized to regularly access Student Files?
- What is the process for parents/guardians to access Student Files?
- What is the process required for non-authorized people to access student information?
- What are the circumstances, if any, in which non-authorized people may be allowed access to student information?
- What are the circumstances in which parent /guardian consent is required?
- What is the process for obtaining and filing parent consent?
- What appeals process is in place for parents/guardians should they object to information contained in their child's Student File?

### **Sample Policy**

The school will maintain a file for each enrolled student that will be kept securely stored within a fireproof cabinet in the administrative office. All Student Files must remain within the confines of the school and are to be returned to the proper secure filing system immediately after use. Student Files can be accessed only by authorized personnel who require the information to support the student's educational program.

Staff members may not disclose the content of Student Files or any other sensitive information to persons not authorized to receive it. This includes non-public information such as personal contact information, Social Security Numbers, credit card numbers, health information, or confidential student data. All confidential student information that is no longer needed must be destroyed by shredding.

Parents will be allowed to review their child's Student File at any time, with a school staff member present during the review. Upon request, a parent will be provided a copy of the contents of the Student File within 24 hours. If a parent objects to any content within their child's Student File, they can appeal to the school principal for an explanation of the content, its importance, and justification of its continued inclusion in the File.

*A more thorough Record Keeping Policy sample is attached in the appendix of this document which can also be adapted and used by interested schools.*

## 6. Other Miscellaneous Forms

### 6.1 Student Services Form (see Sample attached)

To keep track of the services being provided to a student, it can be useful to maintain a Student Services Form (see sample attached). It is usually most convenient to staple a copy of the Student Services Form to the inside cover of the Student File, and check off programs in which the student participates each school year.

STUDENT SERVICES SUMMARY FORM													
STUDENT INFORMATION													
LEGAL FAMILY NAME	LEGAL FIRST NAME						LEGAL MIDDLE NAME(S)						
GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	BIRTH DATE (YYYY MM DD)					STUDENT #							
Using a checkmark (✓), please indicate the program(s) or service(s) that the student has received. Please draw a line through any grades (if known) that the student has not attended at your school.													
PROGRAM/SERVICE	K	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GR 9	GR 10	GR 11	GR 12
Medical Alert													
Counselor													
Hearing Impaired Services													
Individual Education Plan													
SMART GOAL													
Occupational Therapist													
Physiotherapist													
Psychologist													
Special Education Assistant													
Speech/Language Services													
Visually Impaired Services													

### 6.2 Student Registration Form (see Sample attached)

It is useful to have a Student Registration Form completed for all students enrolled in the school (see sample attached). These forms often are not kept in the Student File, although they should be kept in a secure location as they contain confidential student information. Student registration forms should be updated as information changes.

STUDENT REGISTRATION FORM		
STUDENT INFORMATION		
LEGAL FAMILY NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME(S)
USUAL FAMILY NAME (if different)	USUAL FIRST NAME (if different)	USUAL MIDDLE NAME(S) (if different)
GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	BIRTH DATE (YYYY MM DD)	STUDENT NUMBER:
LAST GRADE COMPLETED:		
PARENT / GUARDIAN CONTACT NAMES AND PHONE NUMBERS:		
Name:	Name:	
Cell Phone:	Phone:	
Work Phone:	Phone:	
HOME ADDRESS:		
POSTAL CODE:	HOME PHONE:	
SIBLINGS		
Name:	Age:	
Name:	Age:	
Name:	Age:	
EMERGENCY CONTACT NAME:		
Relation to student:	Phone:	
MEDICAL CONDITIONS/ALLERGIES (INCLUDING TREATMENT REQUIRED)		
MEDICATION REGULARLY TAKEN:		
DOCTOR NAME:	PHONE:	
STUDENT'S MEDICAL NUMBER:		
ADDITIONAL COMMENTS		

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# TEMPLATE FORMS

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# PERMANENT STUDENT RECORD FORM (page 1 of 2)

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MEDICAL ALERT  
 LEGAL ALERT

## STUDENT INFORMATION

LEGAL FAMILY NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME(S)
USUAL FAMILY NAME (if different)	USUAL FIRST NAME (if different)	USUAL MIDDLE NAME(S) (if different)
GENDER:	BIRTH DATE (YYYY MM DD)	STUDENT #: <sup>1</sup>

## RECORD OF SCHOOLING

NAME OF SCHOOL <sup>2</sup>	ENTRY GRADE	ENTRY DATE YYYY MM DD	EXIT DATE YYYY MM DD	EXIT GRADE	REASON FOR EXIT: transferred, withdrew, graduated, other (explain)

## LIST OF DOCUMENTS IN THE STUDENT FILE

DATE OF DOCUMENT	DESCRIPTION AND/OR DOCUMENTATION	CHANGE OF STATUS / EXPIRY DATE

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<sup>1</sup> This may be the PEN number, if PENS are used, or the student identification number assigned by the school. It should match the student number used in DRUMS, if the school uses DRUMS.

<sup>2</sup> Schools may choose to also include their school code

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**Permanent Student Record Form (page 2 of 2)**

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**ACHIEVEMENT / ATTENDANCE RECORD (GRADES K-3)**

SUBJECT	YEAR ____ KINDERGARTEN		YEAR ____ GRADE 1		YEAR ____ GRADE 2		YEAR ____ GRADE 3	
	Language Arts							
Mathematics								
Science								
Social Studies								
Physical Education								
	Days Absent		Days Absent		Days Absent		Days Absent	
	Lates		Lates		Lates		Lates	

**ACHIEVEMENT / ATTENDANCE RECORD (Grades 4-9)**

SUBJECT	YEAR ____ GRADE 4		YEAR ____ GRADE 5		YEAR ____ GRADE 6		YEAR ____ GRADE 7	
	Language Arts							
Mathematics								
Science								
Social Studies								
Physical Education								
	Days Absent		Days Absent		Days Absent		Days Absent	
	Lates		Lates		Lates		Lates	

**Permanent Student Record Form (page 3 of 3)**

SUBJECT	YEAR ____ GRADE 8		YEAR ____ GRADE 9	
	Language Arts			
Mathematics				
Science				
Social Studies				
Physical Education				
	Days Absent		Days Absent	
	Lates		Lates	

**ACHIEVEMENT / ATTENDANCE RECORD (Grades 10-12)**

COURSE / COURSE CODE	Letter grade	%	Credit	Year	COURSE	Letter grade	%	Credit	Year	COURSE	Letter grade	%	Credit	Year
ABSENCES		LATES			ABSENCES		LATES			ABSENCES		LATES		

**GRADUATION REQUIREMENTS COMPLETED:**

- Dogwood
- Adult Dogwood
- Other

Date of Graduation: \_\_\_\_\_

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## STUDENT REGISTRATION FORM

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### STUDENT INFORMATION

LEGAL FAMILY NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME(S)
USUAL FAMILY NAME (if different)	USUAL FIRST NAME (if different)	USUAL MIDDLE NAME(S) (if different)
GENDER:	BIRTH DATE (YYYY MM DD)	STUDENT NUMBER:

LAST GRADE COMPLETED:	
PARENT / GUARDIAN CONTACT NAMES AND PHONE NUMBERS:	
Name:	Name:
Cell Phone:	Cell Phone:
Work Phone:	Work Phone:
HOME ADDRESS:	
POSTAL CODE:	HOME PHONE:
SIBLINGS	
Name:	Age:
Name:	Age:
Name:	Age:
EMERGENCY CONTACT NAME:	
Relation to student:	Phone:
MEDICAL CONDITIONS/ALLERGIES (INCLUDING TREATMENT REQUIRED)	
MEDICATION REGULARLY TAKEN:	
DOCTOR NAME:	PHONE:
STUDENT'S MEDICAL NUMBER:	
ADDITIONAL COMMENTS	



## STUDENT SERVICES SUMMARY FORM

### STUDENT INFORMATION

LEGAL FAMILY NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME(S)
GENDER:	BIRTH DATE (YYYY MM DD)	STUDENT #

Using a checkmark (✓), please indicate the program(s) or service(s) that the student has received.  
Please draw a line through any grades (if known) that the student has not attended at your school.

PROGRAM/SERVICE	K	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GR 9	GR 10	GR 11	GR 12
Medical Alert													
Counselor													
Hearing Impaired Services													
Individual Education Plan													
SMART GOAL													
Occupational Therapist													
Physiotherapist													
Psychologist													
Special Education Assistant													
Speech/Language Services													
Visually Impaired Services													

### NOTES

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## PARENTAL CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION / STUDENT INFORMATION TO YOUR SCHOOL

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(Use when requesting confidential student information / student file from another school)

We would like to request a transfer of [*describe exactly what is needed: i.e. student file, specific student records, specific special education information (NB: not all schools include special education forms in student files, although the FNSA recommends doing so as best practice)*] for [*student name*] to our school.

We have obtained signed parent consent for the release of this information, as shown below.

This information will be used to: (state purpose) [*include where applicable*]

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I, \_\_\_\_\_ (parent/guardian) hereby authorize the release of the information described above for [*child's name*] to [*school name*] for the purpose(s) described above.

---

Date

---

Signature of Parent/Guardian

PLEASE PRINT

---

Name of Parent/Guardian

---

Home Address

---

Postal Code

---

Home Phone

---

Work Phone

## MEDICAL FORM SAMPLE

Student Last Name:	First Name
Grade:	Birthdate
Student #:	Care Card #:

PARENT / GUARDIAN CONTACT NAMES AND TELEPHONE NUMBERS	
Name:	Name:
Cell Phone:	Cell Phone:
Work Phone:	Work Phone:
DOCTOR NAME:	Phone:
INDICATE WHAT MEDICAL CONDITION THIS STUDENT HAS THAT MAY REQUIRE EMERGENCY CARE AT SCHOOL:	
DESCRIBE THE POTENTIAL PROBLEM (INCLUDE SYMPTOMS THAT MIGHT BE OBSERVED)	
Describe the necessary action or intervention to appropriately treat this medical condition:	
Step 1:	
Step 2:	
Step 3:	
Step 4:	
Is medication needed?    Yes    No	
If yes, what medication?	

<b>I have read and verify that the above information is correct.</b>	
Parent/Guardian Name:	Date
Parent/Guardian Signature:	

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## STUDENT RECORDS POLICY SAMPLE

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### STUDENT RECORDS POLICY

[NAME OF FIRST NATIONS SCHOOL]

[school logo]

#### **Introduction**

First Nations Schools are well served by sound policies and practices regarding student records. Such policies and practices will benefit students, parents, office staff, administrators, and authorities by providing guidance for the collection of information and its storage, use, transfer, and protection. Legal and public expectations regarding the confidentiality, disclosure and transfer of school student records are increasing, as are societal concerns regarding school record keeping and storage. [Name of First Nations School] is committed to ensuring that student records are handled in accordance with all legal requirements.

#### **Purpose**

The purpose of this document is to set out clear policies and procedures for the collection of student information and its storage, use, disclosure, transfer and protection.

## **1. Policy Statements:**

[Name of First Nations School] will:

- 1.1 Ensure that the [Principal] is responsible for the establishment, security and maintenance of the Student Record and Student File for each student registered in the school according to the procedures defined in this policy.
- 1.2 Only collect, use or disclose personal information with the consent of the individual student or legal guardian, unless otherwise authorized by law.
- 1.3 On or before collecting personal information, disclose to the individual student or legal guardian verbally or in writing the purposes for the collection of personal information.
- 1.4 Only collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances and that fulfill the purposes disclosed by the school or are otherwise permitted by law.
- 1.5 Secure Student Records and Student Files, with access within [Name of First Nations School] restricted to those individuals who, by the nature of their work, are required to have access to the information.
- 1.6 Provide access to personal information about an individual student to the individual student (if capable of exercising information rights), and to a parent or legal guardian of the individual student during school hours and under the supervision of the Principal or designate.
- 1.7 Subject to legal requirements, ensure that personal information will be retained only for a reasonable period of time and as required to fulfill the purpose for which it was collected.
- 1.8 Inform parents and guardians that concerns, complaints and questions about personal information handling policies and practices of the school may be directed to the school's Principal or designate by calling the school office.

## **2. Definitions and Student Record Components**

2.1 When used in this policy, the term "Student Record" means:

- i. The Permanent Student Record Form (PSR);
- ii. Student Progress Reports for the two most recent years or an official transcript of grades;
- iii. All documents listed as inclusions on the Permanent Student Record form;
- iv. A copy of the student's current Student Learning Plan, if any; and
- v. A copy of the student's current Individual Education Plan (IEP), if any.

## 2.2 Permanent Student Record Inclusions

The following inclusions must be listed on the Permanent Student Record Form, including document date, title and expiry date or date rescinded (if applicable), and copies of the documents listed must be filed with the PSR:

- i. Health Services information as indicated by the medical alert checkbox, such as diabetes, epilepsy, anaphylaxis producing allergies, and any other condition which may require emergency care;
- ii. Court orders as indicated by the legal alert checkbox;
- iii. Other legal documents, e.g. name change;
- iv. Support services information (e.g. psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities); and
- v. Current IEP and/or Case Management Plan (CMP) where applicable.

The following inclusions may be listed on the Permanent Student Record Form, including document date, title and expiry date or date rescinded (if applicable) and if listed, copies of the documents must be filed with the PSR:

- i. Records of information which an educator deems relevant and important to the educational program of the student; and
- ii. Assessment / test scores (if deemed relevant and important to the educational program).

If the above optional inclusions are NOT listed on Permanent Student Record Form, then they may be included in the Student File (see section 2.3, viii below).

## 2.3 Student File

When used in this policy, the term “Student File” means the Student Record, as defined above, as well as some or all of the following documents.

- i. Student eligibility information (required):
  - a. Legal name of child – verify the original and file a photocopy or scanned copy of birth certificate or similar legitimate identification document;
  - b. Legal name(s) of parent(s) or guardian(s) with home and work contact information.
- ii. Care Card number;
- iii. Emergency contact numbers;

- iv. Doctor's name and contact information;
- v. Previous Student Progress Reports (other than the two most recent years required in the PSR);
- vi. Serious discipline reports (e.g. copies of letters to parents/guardians regarding discipline matters and corrective actions taken);
- vii. Reports of important meetings/discussions relating to the student; and
- viii. Assessment / test scores, records of information that an educator deems relevant and important to the educational program of the student (see section 2.2 above).

Additionally, the Student File may include Sensitive Student Information. This may include information which by its nature requires that school staff observe a high level of confidentiality.

Examples include:

- Specialist reports
- Referrals to or reports from school arranged counselling services

### **3. Procedures**

3.1 The Principal or designate will be responsible for:

- i. Updating the Permanent Student Record Form as information changes and the student progresses through the system;
- ii. Ensuring that electronic copies of documents, if used, are stored on a server in a physically secure location and access is restricted to those employees (such as designated records clerks, administration, teachers, and counsellors) who, by the nature of their work, are required to have access; and
- iii. Ensuring that the [Name of First Nations School] takes necessary precautions to safeguard against deprecated or obsolete forms of storage. The electronic storage of Permanent Student Record Forms and other personal information requires the school to have an adequate backup plan and recovery strategy for potential hardware failure and database corruption.

3.2 Student Record and Student File Retention:

- i. Student Records – Active Students
  - a. Student Records are locked in fireproof cabinets. Access is restricted to those employees (such as designated records clerks, administrators, teachers, and counsellors) who, by the nature of their work, are required to have access.

- b. [Name of First Nations School] protects personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks. Procedures for such protection are outlined below.
  - c. The Principal or designate will regularly review Student Records and Student Files to ensure that the information is current.
- ii. Student Records – Inactive Students
- a. Unless another school requests a Student Record, [Name of First Nations School] archives Student Records for 55 years after a student has withdrawn and not enrolled in another K-12 school, or graduated from the school.
  - b. The archived Student Records are stored securely and in a manner that ensures their preservation from calamity (fire, flood, etc.) Access is limited to the Principal or designate.
  - c. The designated records clerk keeps a record of Student Records that are destroyed after 55 years.
- iii. Student Files – Active Students
- a. Student Files are locked in fireproof cabinets. Access is restricted to those employees (such as designated records clerks, administrators, teachers, and counsellors) who, by the nature of their work, are required to have access.
  - b. [Name of First Nations School] protects personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks. Procedures for such protection are outlined below.
  - c. The Principal or designate will regularly review Student Files to ensure that the information is relevant and important to the educational program of the student.
- iv. Student Files – Inactive Students
- a. [Name of First Nations School] archives Student Records, as described above, for 55 years after the student has withdrawn and not enrolled in another K-12 school, or graduated from the school. Student files beyond the Student Record are maintained only for so long as may reasonably be required or as is required by law.
  - b. The archived Student Records are stored securely and in a manner that ensures their preservation from calamity (fire, flood, etc.) Access is limited to the administration or designate.
  - c. The Principal or designate is responsible for determining the relevancy of the contents in Student Records before being archived.

### 3.3 Currency of Student Files



Student eligibility information will be updated during student registration each year.

The Principal or designate will regularly review Student Records and Student Files to ensure that the information is current and complies with legal requirements.

### 3.4 Security of Student Information Out of School

The Principal is responsible for ensuring that personal information taken off school premises is safely stored and that personal information is protected.

### 3.5 Handling of Sensitive Student Information

Access to Sensitive Student Information is restricted to the Principal or a person or persons authorized by the Principal to access such information defined above. The Principal or designate will obtain parental consent (written, dated and signed) for the collection, use and disclosure of Sensitive Student Information and will store these as highly confidential documents with restricted access.

Sensitive Student Information will only be disclosed or transferred in accordance with the law.

The Principal is responsible for ensuring that school initiated child protection reports are retained only for the purpose of child protection proceedings and that information is not disclosed to third parties or transferred to other schools. Such reports are strictly confidential and should be stored where only the Principal or designate can access them.

## 4. Use of Student Personal Information

[Name of First Nations School] may use an individual student's personal information for the following purposes, assuming that the school has disclosed such purposes to the individual student verbally or in writing on or before collecting the personal information:

- 4.1 To communicate with the student and/or the student's parent or legal guardian, to process a student's application, and to provide a student with the educational services and co-curricular programs provided by the [Name of First Nations School].
- 4.2 To enable the [Name of First Nations School] to operate its administrative functions, including maintenance of ancillary school programs such as parent voluntary groups and fundraising activities.
- 4.3 To provide specialized services in areas of health, psychological or legal support, or as adjunct information in delivering educational services that are in the best interests of the student.

## 5. Access to and Disclosure of Student Records

- i. A student and a parent/legal guardian of a student may:

- a. Examine the Student Record and Student File kept by the [Name of First Nations School] pertaining to that student, while accompanied by the Principal or designate to interpret the records; and
  - b. Receive a copy of any student record upon request.
  - c. An entitled person may access and verify personal information in the Student Record and Student File pertaining to the particular student with appropriate notice to the school administration. Access will be provided during school hours.
- ii. Access to a Student Record or Student File will only be granted, upon assurance of confidentiality (with consent), to professionals who are planning for or delivering education, health, social or other support services to that student. Consent will be obtained in writing, listing the name and date of birth of the student, the name and signature of the parent/guardian, and the date of the request.
  - iii. When applicable, graduating students will be provided with interim and/or final transcripts for Grades 10, 11 and 12 courses when graduating, and upon future request of the graduate. Copies will be mailed directly to institutions of higher learning or as requested by the graduate. The [Name of First Nations School] reserves the right to assess a reasonable fee for transcript requests.
  - iv. In the case of a request for personal student information from separated or divorced parents, the school authority will be guided by any applicable legal agreement or court order, a copy of which should be provided to the Principal. In cases where the Principal is unsure if a parent is entitled to access personal student information, the school's legal counsel will be consulted for advice.

## **6. Transfer of Student Records**

- i. On receipt of a request for student records from a school where the student is (or will be) enrolled, the [Name of First Nations School] will transfer a copy of the Student's Record to the requesting institution. The [Name of First Nations School] will retain the original, indicating the school where the records have been sent and the date of the transfer.
- ii. [Name of First Nations School] will only transfer sensitive, confidential information (e.g. specialist assessments) after dated and signed parent/guardian consent has been obtained.
- iii. A summary of a former student's school progress may be provided to prospective employers, at the written request of a former student.
- iv. A Student Record will be reviewed when a student transfers. The Principal or designate will ensure that the documents listed as inclusions are still required inclusions (eg. not expired or rescinded) or still deemed to be relevant and important to the educational program of the student. Expired, rescinded, or irrelevant inclusions will be removed from the Student Record and the documents themselves will be destroyed.

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## PRIVACY POLICY SAMPLE

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### PRIVACY POLICY

[NAME OF FIRST NATIONS SCHOOL]

[school logo]

At [Name of First Nations School], we recognize the importance of privacy in relation to personal information we receive from our students, staff, families, volunteers and members of the community. We attempt to ensure the accuracy, confidentiality and security of such information. This policy describes in general terms the principles we apply when protecting personal information in our custody or control.

## 1. Definitions

**“Personal Information”** means information about an identifiable individual and includes employee or volunteer personal information, subject to applicable exceptions. Personal information does not include business contact information or work product information.

**“Collection”** means the act of gathering, acquiring, or obtaining personal information from any source, by any means.

**“Consent”** – involves voluntary agreement with what is being done or proposed. Consent may be express or implied.

**“Express consent”** signifies that an individual, knowing what personal information is being collected and for what purposes, willingly agrees to the information being collected, used and disclosed as notified. It may be given in writing or verbally.

**“Implied consent”** exists when an individual is “deemed” to consent to collection, use or disclosure of personal information if the individual voluntarily provides it for a purpose that would, at the time, be considered obvious to a reasonable person.

## 2. Accountability

2.1 The [Name of First Nations School] is responsible for the confidentiality of personal information in its custody or under its control in compliance with the applicable privacy legislation.

2.2 The [Name of First Nations School] has appointed a Privacy Officer to be responsible for implementing the privacy program.

2.3 Members of the [Name of First Nations School] community (including [Name of First Nations School] employees and volunteers) are responsible for day-to-day compliance with our Privacy Policy.

## 3. Consent

3.1 The [Name of First Nations School] will collect, use or disclose personal information only with knowledge and consent, except where required or permitted by law.

3.2 Consent may be implied in some situations while express consent is required for the collection, use and sharing of confidential and sensitive information. The [Name of First Nations School] reserves the right to disclose information where required or permitted by law.

3.3 Consent may be withdrawn at any time, on reasonable notice, subject to legal or contractual restrictions.

#### **4. Identifying Purposes**

4.1 The [Name of First Nations School] will always endeavor to communicate the purposes for which personal information is collected at or before the time the information is collected.

4.2 Generally, the [Name of First Nations School] collects personal information for the following reasons:

- i. To develop, manage and deliver an educational program and related community and recreational services at [Name of First Nations School];
- ii. To meet regulatory and reporting requirements of governmental authorities or funding providers;
- iii. To hire, manage and terminate staff.

#### **5. Limiting Collection, Use, Disclosure and Retention**

5.1 The [Name of First Nations School] will limit collection of personal information to what is necessary for the purposes for which it is collected.

5.2 The [Name of First Nations School] will always collect personal information by fair and lawful methods.

5.3 Personal information will only be used or disclosed for the purpose for which it was collected, except with the individual's consent or as required or permitted by law.

5.4 Personal information will be retained only as long as necessary for fulfillment of the purposes for which it was collected, or as required or permitted by law.

#### **6. Safeguards**

The [Name of First Nations School] protects personal information by ensuring security safeguards appropriate to the sensitivity of the information are in place, including through the use of the following measures:

6.1 Physical (i.e. locked filing cabinets, restricted access, appropriate security measures when disposing of personal information)

6.2 Organizational (i.e. security clearances, access only on a "need to know" basis)

6.3 Technological (i.e. passwords, firewalls, data disconnection from the Internet, and regular backups) and training of employees and volunteers.

#### **7. Accuracy**

7.1 The [Name of First Nations School] will make reasonable efforts to ensure that personal information is as accurate, complete and current as required for the purposes for which it was

collected. In some cases, the [Name of First Nations School] relies on individuals to ensure that certain information, such as an individual's home telephone number, is current, complete, and accurate.

7.2 From time to time the [Name of First Nations School] may contact the individual to ensure that the information collected is or remains accurate and up-to-date.

## **8. Right of Access**

8.1 The [Name of First Nations School] is open about the policies and procedures it uses to protect personal information. Any inquiries may be made to our Privacy Officer.

8.2 Upon written request, the [Name of First Nations School] will within a reasonable time period, tell the individual what personal information it has, for what purposes it is being used, and to whom it has been disclosed if applicable and within the time period for which records are available.

8.3 Individuals may challenge the accuracy and completeness of their information and have it amended if it is inaccurate, incomplete or out-of-date.

8.4 In certain circumstances, the [Name of First Nations School] may refuse to disclose personal information, including:

- i. where required by law, certain personal information may not be disclosed;
- ii. where the information contains personal information about another individual;
- iii. where the information is of such a nature that its disclosure could reasonably be expected to prejudice the mental or physical health of the individual;
- iv. where the information was gathered in the course of a formal dispute resolution process;
- v. where the information is subject to solicitor-client or litigation privilege.

## **9. Compliance and Contact Information**

9.1 Requests for access to information, issues or complaints about the [Name of First Nations School]'s compliance with this Policy regarding the handling of personal information, and questions or comments about this Policy may be addressed to the [Name of First Nations

School]'s Privacy Officer:  
[Name of First Nations School]  
[Address]  
Attention: [Name], Privacy Officer

*This Privacy Policy may be updated from time to time.*