

If you wish to review your child's student record, please call the school principal and make an appointment.

The parent or student (if the student is 16 or older) may also consent to the disclosure of information in the student record. This consent must be in writing. **[Student Record Regulation Section 7(2)(d)]**

Employees or agents of the board may review the record. **[Student Record Regulation Section 7(2)(b)]**

The Minister of Education may get information from the student record for the purpose of carrying out any program or policy under the Minister's administration. **[Student Record Regulation Section 7(2)(c)]**

Information may be disclosed to the Department of Justice for the purpose of the administration of the Youth Criminal Justice Act. **[Student Record Regulation Section 7(3)]**

If your child has left the District and the file is still with the District, then send a letter with your name, name of the student, and student's date of birth to:

Student Services
Medicine Hat School District No. 76
601 - 1 Avenue SW
Medicine Hat, AB T1A 4Y7

What happens to the Student Record if a student leaves the District?

When a student transfers to another school in Alberta, once the District receives a request from the new school, the student record is sent to the new school. **[Student Record Regulation Section 8(1)]**

Confidential reports and assessments, including those placed on the file by the parent or student, are not transferred until the District receives signed permission from the parent, guardian or student.

When a student transfers outside of the province, a copy of the information is transferred once it has been requested. The same procedure is followed with regard to confidential information. **[Student Record Regulation Section 8(2)]**

If you have any questions concerning the Student Record, contact:

Student Services
Medicine Hat School District No. 76
601 - 1 Avenue SW
Medicine Hat, AB T1A 4Y7

Frequently Asked Questions

about the

Student Record



Medicine Hat
School District No. 76

What legislation applies to the Student Record?

There are three pieces of legislation that apply to school boards in general and the student record in particular:

- School Act
- Student Record Regulation
- Freedom of Information and Protection of Privacy Act

What is a Student Record?

The School Act requires that "A board shall establish and maintain pursuant to the regulations a student record for each student enrolled in its schools". **[School Act Section 23(1)]**. When you first register your child in a school in Alberta, this student record is created, which is kept throughout his or her school years and follows your child from school to school. The documents found on this record are determined by the Student Record Regulation.

What should be on the Student Record?

The student record must contain "all information affecting the decisions made about the education of the student that is collected or maintained by the board, regardless of the manner in which it is maintained or stored..." **[Student Record Regulation Section 2(1)]**

This information includes:

- Legal identifiers assigned by the board and Alberta Learning including special education codes assigned for funding and monitoring. **[Student Record Regulation Section 2(1)(b)]**
- Legal supporting documentation to establish which persons (parents or guardians) have the right of access to the student record under Section 23 of the School Act. **[Student Record Regulation Section 2(1)(c) & (d)]**
- Report cards and a record of attendance are filed on the student cumulative record each year. **[Student Record Regulation Section 2(1)(k)and(q)]**
- Assessments - either the name of the test, the name of the test administrator, the date of administration and a summary of the results of the test, or the complete formal, interpretive report. **[Student Record Regulation Section 2(1)(n)]**
- Individualized Program Plans (IPP) for each year of instruction where one has been created. **[Student Record Regulation Section 2(3)]**
- Records of suspensions and expulsions are maintained on the student record for a period of a minimum of one year and a maximum of three years following the date of suspension or expulsion, after which the information must be removed from the student record. **[Student Record Regulation Section 2(1)(r)]**
- Additionally, parents and students may place other interpretive reports on the student record to assist the school board in making education decisions about the student. **[Student Record Regulation Section 2(1)(o)]**

What is NOT on the Student Record?

- Notes and observations not used in program placement. **[Student Record Regulation Section 3(1)(a)(i)]**
- Information related to a report or an investigation under the Child, Youth & Family Enhancement Act. **[Student Record Regulation Section 3(1)(a)(ii)]**
- Information related to the Youth Criminal Justice Act. **[Student Record Regulation Section 3(1)(b)]**
- Information of a sensitive nature (contained in counseling records). **[Student Record Regulation Section 3(1)(iii)]**

Records kept on the student that are not on the student record may contain personal information and, if they are in the custody and control of the board, may be subject to the FOIP Act. For example, disciplinary reports on incidents, suspensions or expulsions, which the board is required by legislation to retain for at least one year.

Who has access to the Student Record?

The student, the student's parent, and any other person who has access to the student under a separation agreement or an order of the court are entitled to review the student record under Section 23 of the School Act and receive a copy of that record. **[Student Record Regulation Section 6]**