



Student Records Checklist

The School Act specifies that there is ONE file for student. CESD Procedure #3 18 - Student Records indicates that *“the Principal shall ensure that the Student Record and files are complete, appropriate, properly secured and stored in either the Student Record (Cumulative File), Confidential File, or Discipline File and updated annually”*. If a student requires a Confidential File it should be created in a red file folder and a red dot clearly displayed on the Cumulative file indicating such. If a student requires a Discipline File it should be created in a green file folder and a green dot clearly displayed on the Cumulative file indicating such.

Mandatory Student Records Checklist

Cumulative File:

- Student Name as registered or as any other surnames/AKA's
- Alberta School Number
- Name of Student's Parents/Guardian
- A copy of any separation agreement or court order
- A copy of the student's Birth Certificate
- The addresses and telephone numbers of the student and of the student's parent/guardian
- The Board of which the student is a resident student
- The citizenship of the student and any legal documentation pertaining to citizenship of student
- The names of all schools attended by the student in Alberta and dates of enrolment
- An annual summary of achievement or progress in courses and programs student is enrolled in (report cards)
- The results obtained by group testing on any diagnostic test, achievement test or diploma examination and any other standardized test results administered by the board.
- The results of any application under the Student Evaluation Regulation (AR 177-2003-School Act) for special provisions or directives
- An annual summary or a summary at the end of each semester of the student's achievement or progress in the courses and programs in which the student is enrolled,
- Any health information that the parent or student wishes to be placed in the student record, eg., diagnoses of medical conditions
- An annual summary of the student's school attendance.
- Consent to administer medication letters.
- Section 23 status – Francophone Rights
- Section 33 status – Aboriginal Ancestry
- Old Individual Program Plans (IPP)

Confidential File (red file stored securely and separate from Cumulative File which should have a red dot clearly displayed)

- Student name as registered or any other surname / AKA
- Alberta School Number

- The results obtained by individual testing on any achievement test (level B testing; *different than the list noted above*).
- A copy of the results of any application for special provisions from Alberta Education
- A copy of any formal intellectual, behavioral or emotional assessment or evaluation administered and the name and date of the individual administering report.
- A copy of any interpretive report relating to the student and any action taken as program planning as a result of the assessment, evaluation or interpretive report
- A yearly summary of anecdotal records.
- All specialist assessments (Psychology, Speech and Language, Occupational Therapy, Physical Therapy, Vision, etc.)
- Year end consult notes (i.e., REACH) summaries, if available. If no year end notes are provided, keep consultation notes (staple school year notes together chronologically).
- Original documentation of a diagnosis (medical letter, psychology report, etc.)
- Current Individual Program Plans (old IPP's get moved to cumulative file)
- Current Behaviour Support Plans (old BSPs get moved to cumulative file)
- Relevant medical documentation (including Doctor letters, anaphylactic documentation written by a medical practitioner or pharmacist, seizure documentation, etc.)
- ALL** Alberta Education Severe Monitoring Forms (chronologically)
- Incident reports
- Medical / Emergency plans
- Current and past parent consent forms (e.g. specialized services, assessment services, etc.)

Discipline File (green file stored securely and separate from Cumulative File which should have a green dot clearly displayed)

- Student name as registered or any other surname / AKA
- Alberta School Number
- Information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the School Act, which must be recorded and retained on the student record for a minimum period of one year and a maximum period of 3 years following the date of the suspension or expulsion after which the information must be removed from the student's record.

What must NOT be in a Student Record – Cumulative File

- Notes/Observations prepared by and for the exclusive use of a teacher, teacher's assistant or principal, and that are not used in program placement decisions
- A report or an investigation record relating to the student under the *Child, Youth and Family Enhancement Act*.
- Counseling records relating to the student that is or may be personal, sensitive, or embarrassing to the student.
- Any information that identifies a student as a young person as defined in the Youth Justice Act or the Youth Criminal Justice Act (Canada) and all information relating to that student in that capacity.
- Records that pertain to a Threat Violence Risk Assessment
- Student work not directly related to programming.



- Anecdotal records (kept until end of year and then summarized and only that kept in confidential file)
- Old testing protocols (unless a formal report is not created. In that case, keep **only** the pages showing standard scores).
- Extra copies of Psychology reports (Psychology reports should **never** be copied)
- REACH consult notes (unless a year end summary is not available – see confidential file info) Also note that strategies provided in such notes can be kept in a self-created file for Special Ed. Liaison if desired with identifying information removed.
- Annual medical administration forms and monitoring forms.