



## Student Records Policy

*The language in this document derives from Section 9.3 of the STMC Employee Manual. Should any discrepancy exist between the language contained in this version, and the language contained in the official STMC Employee Manual, the language contained in the STMC Employee Manual shall be taken as authoritative.*

### Preamble

St. Thomas More Collegiate will not collect, use or disclose personal information without the consent of the individual, except that St. Thomas More Collegiate will collect, use or disclose personal information for the purposes that a reasonable person would consider appropriate in the circumstances and that fulfill such purposes. On or before collecting personal information about an individual, St. Thomas More Collegiate will disclose to the individual the purposes for the collection. The designated Privacy Officer will oversee the collection and storage of all student Data. The Privacy Officer, in consultation with the Administrative team, will monitor the process and procedure for data collection to ensure privacy, security, and accuracy of the data.

### Policy

#### 1. Elements of the Student Record - Required Items -

- 1) Form 1704 completed according to the current Permanent Student Record Instructions requirements
- 2) Copies of a minimum of the two most recent years of Student Progress Reports or an official transcript of grades
- 3) Legal name of child-verified original with a photocopy of birth certificate (or similar legitimate document) on file
- 4) Official names(s) or parent(s) or guardian(s) with home and work contact information
- 5) A completed Parent Legal Residence form
- 6) Copies of documents listed as inclusions (as applicable)
  - Health services information as indicated by the medical alert checkbox
  - Court orders as indicated by the legal alert checkbox
  - Other legal documents (e.g. name change, immigration)
  - Support services information (e.g. psychometric testing, speech and hearing tests)
  - IEP (Individual Education Plan) or CMP (Case Management Plan)
  - Notification of student being homeschooled
- 7) St. Thomas More Collegiate will also collect the following information – updated on an annual basis - as a part of the re-registration process:
  - BC Care Card number
  - Emergency contact numbers
  - Doctor's name and contact information
  - Allergies, medication and/or other health concerns
- 8) St. Thomas More Collegiate will update the permanent student record (PSR) as the school is informed of any changes to the information and as the student progresses through the school.



## Student Records Policy

*The language in this document derives from Section 9.3 of the STMC Employee Manual. Should any discrepancy exist between the language contained in this version, and the language contained in the official STMC Employee Manual, the language contained in the STMC Employee Manual shall be taken as authoritative.*

The individual primarily responsible for maintaining the student files is the Receptionist with support from the Registrar/Records Clerk.

- 9) St. Thomas More Collegiate will retain the PSR until requested by another school or for 55 years after a student has withdrawn or graduated. PSR will be stored securely and safe from calamity. Access to such files will be limited to authorized personnel.
- 10) If a student withdraws from St. Thomas More Collegiate and enrolls in Secondary School, St. Thomas More Collegiate will upon request transfer the PSR to the new school.

**2. Access to and Disclosure of Student Records** - St. Thomas More Collegiate will ensure that student records are kept confidential in order to maintain the privacy for students and their families. In accordance with PIPA Regulations, students/parents/guardians are permitted to:

- 1) Examine all student records kept by the school pertaining to that student, while accompanied by the Principal or a person designated by the Principal to interpret the records. Note: care must be taken to ensure that disclosures do not reveal private information about other students or individuals.
- 2) Receive a copy of any student record exclusively concerning their child.
- 3) With written parental consent, St. Thomas More Collegiate will provide access to other professionals who may be supporting the student in their growth or to the school's insurer in the event of a claim or potential claim, or to other advisors or experts.

**3. Exception to Access to and Disclosure of Student Records** - St. Thomas More Collegiate will share enrolled student information *without requiring parental consent* only for the delivery of health services, social services, or other support services upon signed release of confidentiality from the support service worker. This is as per the Student Records Order - Section III

<u>References</u>  -STMC Employee Manual v2.7 -Student Records Requirements and Best Practice Guidelines for Independent Schools -Updated 2021	<u>Approved</u>  Stephen Garland, <i>President</i> - October 2023
---	---