

## Schedule 320B: Other Student Information

Schools create and keep a significant amount of student information, but not all information goes into the Student Record. The following list includes other student information that is stored outside of the mandated Student Record (as per AP 320)

Schools have a strategy for storing this information using endorsed repositories and the Division's Records Retention Schedule (AP 580 Schedule A).

DOCUMENT	DESCRIPTION	GUIDELINE
Accident Reports	Accident Report and First Aid Record Forms for either students or staff	HS-04 Submitted to Centre for Education
Anecdotal notes regarding students supporting preliminary assessment	Notes created by teachers, counsellors, or Administrators identifying need for additional testing or support	SI-02-01 Kept for one year after current school year (Aug. 31)
Assessments – Testing	Testing instruments used by teachers and other staff, particularly for assessing reading and numeracy	SI-02-02 Kept for one year after student leaves the school
Awards	Records of bursaries, awards, and scholarships	SI-01-01 Kept for 7 years after current school year (Aug. 31)
Behaviour contracts	Records related to discipline of students, behaviour contracts, or observations of misconduct, but not expulsion or suspension letters	SI-15-01 Kept for one year after student leaves the school
Bus misconduct	Records related to student incidents or misconduct on buses	TR-21 Kept for one year after current school year (Aug. 31)
Citizenship documents (e.g. marriage certificate, passport, Permanent Residency documentation, etc.)	Guardian Citizenship documents that support audit requirements for the Dept. of Education related to a student's enrollment	SI-09-02 Kept for 7 years after current school year (Aug. 31)
Consent for publishing or using student's information / image or media coverage	Records related to consent for activity participation or similar consent (e.g. publishing, technology use, etc.)	SI-08-02 Kept for 3 years after current school year (Aug. 31)
Counselling Case Files	Records created by counselling staff to support students, often of personal nature	SI-03-01 Kept for one year after the student leaves the school
Course planning notes	Records from supporting students with course planning	SI-03-01 Kept for one year after the student leaves the school
Course selection or withdrawal forms	Records from supporting students with course selection, withdrawal, and planning	SI-09-01 Kept for one year after current school year (Aug. 31)
Daily attendance reports	Registers, reports, and notes related to daily attendance	SI-09-01 Kept for one year after current school year (Aug. 31)
Disciplinary notes	Information related to discipline of students but not expulsion or suspension letters	SI-15-01 Kept for one year after student leaves the school
ESL tracking sheets	Records related to preliminary assessment by a teacher or counsellor	SI-02-01 Kept for one year after student leaves the school
Extended absence notice	Records provided by student or parent regarding anticipated absence.	SI-09-01 Kept for one year after current school year (Aug. 31)
Family Support	Records from family support assistance provided to family of a student	SI-03-02 Case files to be kept for one year after student leaves school
Field trip permission / consent forms	Records signed by parents providing consent for off- site activity participation such as a field trip	SI-08-02 Kept for two years after current school year (Aug. 31)
First Aid Form	Accident Report and First Aid Record Forms for either students or staff	HS-04 Submitted to Centre for Education
Letters from parents to Principal	Depends on nature of content	
Letters from the school regarding whether a student is entitled to admission	Correspondence regarding enrollment or attendance (but not formal Attendance Board hearing)	SI-09-01 Kept for two years after current school year (Aug. 31)
Letters home, unless they are in regards to a suspension, expulsion or attendance issue	Depends on nature of correspondence	
Referral form for Specialized Services	Includes records related to referrals, often provided by counsellors	SI-03-01 Kept for one year after the student leaves the school

DOCUMENT	DESCRIPTION	GUIDELINE
Reports or investigation records relating to a student under <i>the Child, Youth and Family Enhancement Act</i>	Includes records from interventions for students	SI-15-02 Kept for 10 years after the school year of the report (Aug. 31). SI-15-03 Kept for 5 years after superseded or obsolete
School fees notices (overdue fees)	Records related to school fees, such as outstanding school fees	FA-11 Kept for 7 years after student graduates or leaves the Division
Specialized Assessment – Working Notes	Records, other than a final report, such as notes, testing instruments, etc. Often created to prepare final report	SI-04 Kept by Professional staff for 25 years after Date of Birth, based on Health Information practice
Student drawn pictures (artwork)	Artwork or samples of student work unless related to an assessment, preliminary assessment, or other report	Transitory. If related to a report, file with assessment.
Student medical information	Information provided about sickness, medication, or personal care requirements of temporary nature	SI-11-01 Kept for two years after current school year (Aug. 31)
Student refund forms	Includes records related to fees for students	FA-11 Kept for 7 years after student graduates or leaves the Division
Student self-assessment and goal setting sheets	Includes records related to provision of counselling for students	SI-03-01 Kept for one year after student leaves the school
Student Use of Technology	Records related to consent for technology use	SI-08-02 Kept for 3 years after current school year (Aug. 31)
Suspension or Expulsion Notification	Letter sent to formally notify of a suspension, expulsion, or attendance hearing	SI-06-02 Upload to the Student Record
Test or work booklets e.g. testing booklets for HLAT's, Canadian Test for Basic Skills, etc.	Testing instruments used by teachers and others staff, particularly for assessing reading and numeracy	SI-02-02 Kept for one year after student leaves the school
Testing used by Occupational Therapists, Physical Therapists, Psychologists, other Professionals	Records other than a final report such as notes, testing instruments, etc. Often created to prepare Final Report which is added to the Student Record	SI-04 Kept by Professional for 25 years after Date of Birth based on Health Information practice
Writing samples	Samples of student work unless related to a formal assessment, preliminary assessment, or other report	Transitory