

FORT LA BOSSE SCHOOL DIVISION

TITLE - **STUDENT RECORDS**

POLICY - **JRA**

Approval Date - 13/04/98

Cross Reference -

Resolution # - 113/98

Implementation - 13/04/98

Legal Reference -

Last Reviewed - 13/11/12

To document student learning, maintaining an accurate and detailed record of students is an important responsibility of the school system. It is essential to maintain on file educational and personal data about each student. The data collected should be relevant to the educational process and should be maintained for as long as it serves that purpose. This information pertains to files or records kept at the school or the board office.

Fort La Bosse School Division will ensure the confidentiality of all student records. These records are accessible to those authorised as having a genuine and professional interest in the welfare of the child. Access to the cumulated information shall be restricted to designated school personnel, to the parent(s)/guardian(s) and to the student, 18 years of age or over. Parents are to have access under certain conditions to all cumulated records except those on child abuse.

When a student transfers to a school outside Fort La Bosse School Division, his/her cumulative file shall be forwarded to the receiving school within one week of receipt of appropriate request from a receiving school, and in compliance with *Manitoba Pupil File Guidelines*.

Regulations that determine implementation of this policy (JRA-R) shall be followed in all schools in Fort La Bosse School Division.

