

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**507  
POLICY  
Student Records**

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A student record consists of:

1. "Permanent Student Record" which is the Permanent Record Card (form 1704) and a minimum of the most recent two years of the Student Progress Reports **or:** an official copy of the transcript of grades
2. A Student File which contains, at a minimum, the following:
  - Current student record inclusions as listed on form 1704
  - A copy of the student's current Student Learning Plan (if applicable)
  - A copy of the student's current IEP (if applicable)

Student record data are designed to promote the welfare of students. When parents and students provide information about themselves, they have a right to expect that such information will be used in a professional manner, and in the best interests of the students.

Student records remain the property of the school district.

Student records will be kept in accordance with the *School Act* and Regulations, the Freedom of Information & Protection of Privacy Act and Regulations, Ministerial Orders, Youth Criminal Justice Act, Family Act and this Board Policy and Regulation. It is the responsibility of school district personnel, who are authorized by the Board, to ensure that accurate records are kept and preserved in original form or electronically as prescribed in the accompanying regulation.

The Superintendent of Schools shall be responsible for implementing appropriate procedures for the storage, retrieval and transfer of student records in the school district, consistent with this policy and regulation.

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Cross Refs: *School Act* and Regulations Ministerial Orders M14/91, M190/91 Sharing Information with Probation, [Youth Criminal Justice Act](#), [Freedom of Information & Protection of Privacy Act and Regulations](#)

Adopted: May 25, 1993  
Reviewed:  
Revised: January 27, 2015