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1.1 Under the *School Act* a "student record" is a record of information in written or electronic form maintained by the Board and pertaining to a student or a child registered at a Board school, but does not include a record prepared by a person if that person is the only person who will have access to the record.

1.2 Student records shall include the "Permanent Student Record" and the "Student File" as defined by the Ministry of Education, and records from the student information system, health service information, support service information, court orders and custody information, legal documents such as name change or immigration records, student learning plan and individual education plan, any notification that a student is registered as receiving home schooling.

2.1 School Principals are responsible for the establishment, security and maintenance of the Permanent Student Record and student files for each student registered in their school, and for ensuring that these and other student records are appropriately maintained within the context of Board Policy and Procedures.

3.1 Access to student records shall take place in accordance with the School Act, the

3.5 Student records may be released to

