

STUDENT RECORDS POLICY

Freedom Thinkers Education

PBL Society

POLICY STATEMENT

Freedom Thinkers Education PBL Society is committed to maintaining accurate, secure, and confidential student records that support each student's educational program while complying with all applicable legislation. Student records are essential for documenting student progress, ensuring continuity of learning, supporting communication with families, and protecting the rights and privacy of students.

The school shall collect, use, maintain, retain, disclose, and transfer student information only as authorized by law and in accordance with this policy.

POLICY RATIONALE

The purpose of this policy is to:

- Ensure student records are accurate, complete, current, and secure.
- Protect the privacy and confidentiality of student information.
- Establish consistent procedures for the collection, maintenance, retention, and transfer of student records.
- Ensure compliance with the *Independent School Act*, the *Freedom of Information and Protection of Privacy Act* (FIPPA), and other applicable legislation.
- Support the educational, health, safety, and well-being of students through appropriate record keeping.

POLICY AND PROCEDURES

1. Responsibility for Student Records

The Principal shall be responsible for the establishment, maintenance, security, accuracy, and confidentiality of the Student Record and Student File for every student enrolled at Freedom Thinkers Education.

The Principal may designate specific responsibilities to appropriate staff members; however, overall responsibility for compliance with this policy remains with the Principal.

2. Collection of Student Information

The school shall collect only the personal information necessary to:

- Register and enroll students.
- Deliver educational programs and services.
- Meet Ministry reporting requirements.
- Protect the health, safety, and well-being of students.
- Comply with legal obligations.

Parents or guardians shall be informed of the purpose for collecting personal information at or before the time it is collected.

3. Student Record Contents

Each student shall have a Student Record maintained by the school.

All student records will include the following:

- All documents listed as inclusions on Form 1704 (Permanent Student Record Card)
- A document verifying the information about student's parents/guardians
- Student Progress Reports.
- Student Learning Plan, if any
- Individual Education Plan (IEP), if any
- Registration and enrollment information.
- Medical alerts and emergency information, if any
- Educational assessments and support service documentation, if any
- Other records required by Ministry policy or deemed educationally relevant.

Sensitive records shall be maintained separately with additional safeguards.

4. Accuracy and Maintenance

The Principal shall ensure that student records are reviewed regularly and updated as required.

Parents or guardians are responsible for informing the school promptly of changes to:

- Contact information.
- Legal custody or guardianship.
- Medical information.
- Emergency contacts.
- Other information affecting the student's education or safety.

5. Security and Confidentiality

Student records shall be stored in a secure, fire proof safe in the school office.

Access shall be restricted to employees who require the information in order to carry out their professional responsibilities.

The school shall take reasonable administrative, physical, and technological measures to protect student information from unauthorized access, collection, disclosure, alteration, loss, or destruction.

6. Sensitive Student Information

Sensitive student information may include, but is not limited to:

- Psychological or psychiatric reports.
- Family assessments.
- Counselling reports.
- Child protection documentation.
- Court orders or legal documents affecting the student's education.
- Other highly confidential records.

Such information shall be stored separately in a secure location with access limited to the Principal or individuals specifically authorized by the Principal.

Where required by law, parental or guardian consent shall be obtained before collecting, using, or disclosing sensitive information.

7. Use of Student Information

Student information shall be used only for purposes directly related to:

- Delivering educational programs.
- Supporting student learning.
- Providing health, counselling, or specialized educational services.
- School administration.
- Ministry reporting requirements.
- Other purposes authorized by law.

8. Access to Student Records

Parents or guardians, and students where permitted by law, may request access to student records in accordance with applicable privacy legislation.

Access shall be provided under the supervision of the Principal or designate.

Requests from third parties shall only be granted where authorized by legislation or with appropriate written consent.

Requests from separated or divorced parents shall be governed by applicable court orders and custody agreements.

9. Disclosure of Student Information

Student information shall only be disclosed:

- With appropriate consent;
- Where required or authorized by law;
- To support educational, health, or student support services;
- In circumstances necessary to protect the health or safety of a student or others.

All disclosures shall respect applicable privacy legislation.

10. Retention and Storage

Active student records shall be securely maintained throughout a student's enrollment.

Inactive student records shall be retained for the period required by Ministry policy and applicable legislation before being securely destroyed.

Archived records shall be protected from damage, unauthorized access, or loss.

11. Transfer of Student Records

When a student transfers to another school, Freedom Thinkers Education shall transfer the required student records in accordance with Ministry requirements.

Only information required for the student's educational program shall be transferred.

Sensitive information shall only be transferred where authorized by law or with appropriate parental or guardian consent.

Child protection reports shall not be transferred except where required by legislation.

12. Compliance

All employees are responsible for maintaining the confidentiality of student information and complying with this policy.

Any breach of confidentiality shall be reported immediately to the Principal and addressed in accordance with applicable legislation and school procedures.

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