

CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Student Records**

Policy No. **6.01**

RATIONALE: The Board recognizes that accurate and confidential student records must be maintained.

POLICY: The Board shall comply with and maintain student records according to the Education Act.

PRINCIPLE:

- 1) All information in the confidential student record file shall be accessible only by authorized persons.

First Reading March 8, 2000

Adopted March 8, 2000

Amended Feb 12, 2004

Amended March 18, 2014

Amended March 13, 2018

PROCEDURES

- 1) A single student record file for each student shall be established upon initial registration with the school and maintained at the school in a secure and accurate manner.
- 2) Student record files may be accessed only by:
 - a) the administrative and instructional staff employed by the Board who have need for it in the performance of their duties;
 - i) or as outlined in the Education Act.