

Student Records (High School)

Number:	4.1.8
Responsible Executive:	Principal
Approval Authority:	School Authority
Effective Date:	November 12, 2025
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Revised Date:	
Category:	High School

PURPOSE

This policy ensures that student records at Coquitlam College – Brookmere Secondary are created, maintained, used, disclosed, and retained in compliance with the *Independent School Act (ISA)*, *Personal Information Protection Act (PIPA)*, and the Ministry of Education and Child Care *Student Records Requirements and Best Practice Guidelines for Independent Schools (2021)*.

SCOPE

This policy applies to all student records for students enrolled in Grades 10–12 at the School.

POLICY STATEMENTS

1. The Principal is responsible for ensuring that all student records are accurate, secure, and retained for the required 55-year retention period after graduation or withdrawal.
2. The School maintains a Permanent Student Record (PSR – Form 1704) and a Student File, each complete with required inclusions and securely stored in locked, fireproof, and waterproof cabinets or password-protected systems.
3. Access to student records is restricted to authorized personnel for legitimate educational or administrative purposes.
4. Students and parents/guardians have the right to review the student's records, except where limited by law or court order.
5. The School will transfer PSRs and related records to another BC school upon request, retaining a copy in accordance with Ministry requirements.
6. All practices for storage, security, access, and destruction of student records follow the College's Records Management Policy (1.2.2) and Personal Information and Protection of Privacy for Students Policy (1.2.1).

PROCEDURES

Roles and Responsibilities

7. The Principal has overall responsibility for the managing and protecting student records and approving authorized disclosures.
8. The Registrar/Office Manager oversees the daily administration of student records, ensures secure storage and access, and maintains transfer and retention documentation.
9. Teachers, counsellors, and authorized staff access student records only as necessary and maintain confidentiality.

Creation and Maintenance of Records

10. A Permanent Student Record (PSR – Form 1704) is established for each student upon enrolment and updated as required. A Student File is maintained to support program delivery and contains only information necessary for educational or administrative purposes.
11. The Registrar/Office Manager reviews records annually to ensure completeness and accuracy.

Storage and Security

12. Student records are stored securely with paper records stored in locked, fireproof, and waterproof cabinets, and electronic records stored on secure College servers with user authentication, encryption, and regular backups.
13. Access is restricted to authorized personnel who require the information for legitimate educational, administrative, or student-support functions.
14. Sensitive information (e.g., psychological or medical reports) will be stored separately with restricted access, limited to the Principal or an authorized designate.

Access and Disclosure

15. Students and parents/guardians may review and request copies of records upon written request to the Principal or designate, except where access is restricted by law or court order. Reasonable copying costs may apply.
16. Staff will not disclose or discuss student information with unauthorized persons.
17. Student information may be disclosed only as permitted under the *Personal Information Protection Act (PIPA)* and *ISB Student Records Guidelines*.
18. The School may share student information with professional health providers, social service agencies, or other support service professionals for the purpose of planning or delivering services to the student. In accordance with Ministry guidelines, this disclosure does not require the consent of a parent/guardian.
19. Any other disclosure requires written, dated, and signed consent of the parent/guardian (or the student if 19+ years), unless required by law.
20. All disclosures will be recorded in the student's file, noting the date, purpose, and recipient.

Transfer of Student Records

21. When a student transfers to another BC school, the School will send the original PSR and inclusions to the receiving school and will retain a copy.
22. For out-of-province or international transfers, copies of the PSR and related documents may be sent upon written request.
23. Sensitive information is transferred only with written parental consent.
24. Records related to reports under *section 14 of the Child, Family and Community Service Act* are never transferred.

Retention and Disposal

25. PSRs and Student Files are retained for 55 years from the date of withdrawal or graduation.
26. Destruction of records is carried out securely under the supervision of the Principal or designate, in accordance with the College's Records Management Policy 1.2.2.
27. A Record of Destruction Log will document the date and name of authorizing personnel.

DEFINITIONS

Permanent Student Record (PSR): The official Ministry-mandated record (Form 1704) containing a student's personal and academic history and required inclusions.

Student File: Supplementary documents supporting the delivery of educational programs and services (e.g., report cards, attendance, communication).

RELATED RESOURCES

- [Independent School Act](#), RSBC 1996, c 216
- [Personal Information Protection Act](#), SBC 2003, c 63
- [Student Records Requirements and Best Practice Guidelines for Independent Schools \(Updated July 2021\)](#)
- [Records Management Policy 1.2.2](#)
- [Personal Information and Protection of Privacy for Students Policy 1.2.1](#)