

SCHOOL DISTRICT 54
(Bulkley Valley)

ACCESS TO STUDENT RECORDS

9.220

POLICY

Students and parents of student of school age students are entitled to access to student records consistent with s.9 and s.79(2) of the *School Act* and administrative regulations.

VALUES

In its consideration of this policy, the Board of Education has been governed by its legislative ***responsibilities*** under the *School Act* and ***respect*** for the rights of students and parents to examine all student records kept by the Board pertaining to the student.

Adopted: January 15, 2013

Adopted: Unknown

SCHOOL DISTRICT 54
(Bulkley Valley)

Policy 9.220 Access to Student Records

Administrative Regulations

1. Definition of Student Record

A Student Record means a record of information in written or electronic form pertaining to a registered student but does not include a record prepared by a person if that person is the only person with access to the record, or a record of a certain reports filed under the *Child, Family and Community Service Act*

2. At the school level, the Principal or designate will accompany the parent/guardian and/or the student, to interpret the records, as the student's file is reviewed.
3. Copies may be made of those records
4. Schools may charge a fee for copying costs not to exceed the actual cost to the District.