

Records Retention & Disposal Schedule

BUSINESS UNIT:

The Newfoundland and Labrador English School District (NLESD) – Programs Division

OVERVIEW OF BUSINESS UNIT:

The mandate for the Newfoundland and Labrador English School District (“NLESD”) is established under the *Schools Act, 1997*. The District is run by an elected board of trustees. The Board has legislative authority to administer primary, elementary and secondary educational services across the province. This includes implementing curriculum and educational programs; human resources; finances and operations; facilities maintenance; and, student transportation. The NLESD operates schools across the province, employs approximately 8000 personnel and serves over 67,000 students. The NLESD Programs Division oversees the delivery of curriculum, programs and services for all students.

RECORD SERIES TITLE:

Student Records

RECORD SERIES DESCRIPTION:

Student Records are comprised of the records pertaining to a student’s educational progress and achievement throughout his/her school career. *The Schools Act, 1997* requires that a student record be maintained for each student enrolled in a school. The NLESD establishes and maintains records that document the provision of services, information pertaining to decisions made about the education of a student and the student’s educational progress. The purpose of the student record is to support the smooth transition of students through the k-12 educational system and beyond. A record is established for each student upon the student’s initial registration in a school operated by the NLESD, must be maintained at the school attended by the student and be updated at least annually. The NLESD provides to the Department of Education all student course registrations and marks and uploads year-end final grades to the Department for all level 1 to 3 students. These marks are then used to generate official transcripts at the end of the year, or as required after a student leaves the NLESD school system.

Student records include cumulative files as well as confidential files. Cumulative files are used for information related to the following:

- Registration information (e.g. name, date of birth, verification documents, contact information for parents/guardians, gender, citizenship and emergency contacts);
- Enrollment information (names of schools attended by student and dates of enrollment; programs/courses student is enrolled in);
- Summary of student’s achievement and progress (e.g. report cards, educational plan, progress notes);
- Transcripts/grades obtained (the official high school transcript is maintained by the Department of Education);

- Standardized test results (e.g. standardized test results under any testing program administered by the school district to all or a large portion of the students or to a specific grade of students such as Criterion Reference Tests/CRTs and public exams);
- Other test results such as those administered to an individual class or course by a teacher;
- Medical information that must be easily accessed in an emergency situation, such as when a student is diabetic or anaphylactic;
- Student attendance record (e.g. daily attendance and absence/reason for absence).

Confidential files are used for information pertaining to a student that is considered highly sensitive and must be kept separate from the cumulative file, such as:

- Custody/family status documents;
- Assessments (summary of diagnostic, cognitive, speech-language, social, psycho-social, emotional or behavioural test results or evaluations);
- Medical reports;
- Consent forms;
- Correspondence with outside agencies;
- Disciplinary information; and,
- Student accident/incident/behaviour reports.

Student records are created and managed at the school where a student registers and/or attends school. The school administrator has responsibility for management of those records at the school. Student records are held in both electronic and hard copy format. The District expects to have all k-12 students registered in PowerSchool, an electronic student information system, by 2017. Information that forms the cumulative record will be held electronically for students registered in PowerSchool. Inactive student records are primarily held at the school where the student last attended. Some inactive confidential files and student files are also held at the regional offices and in other designated storage sites. All student records are treated in a confidential manner and access to information is restricted. Confidential files are kept separate from cumulative files and have different access requirements.

FORMAT:

These records may be maintained in hard copy and/or electronically through electronic student information systems established by the District.

OFFICE OF PRIMARY RESPONSIBILITY (OPR): NLESD - Programs Division

The Programs Division of NLESD has primary responsibility for the delivery of educational curriculum, programs and services to kindergarten to grade 12 students. It is managed by an associate director and four assistant directors of education based in the four regions of the District: Labrador, Western, Central and Eastern. The divisional responsibilities include student registration, instruction and assessment; implementation of initiatives such as 'Safe and Caring Schools' and 'Inclusion'; and, provision of supports and special services for students with exceptionalities through the *Student Support Services Department*.

VITAL RECORD: N/a

ATIPP and other Access Exceptions:

- ☐ Not Applicable
- ☐ Section 18 - Cabinet Confidences
- ☐ Section 19 - Local public body confidences
- ☐ Section 20 - Policy advice or recommendations
- ☒ Section 21 - Legal advice
- ☐ Section 22 - Disclosure harmful to law enforcement
- ☐ Section 23 - Disclosure harmful to intergovernmental relations negotiations
- ☐ Section 24 - Disclosure harmful to the financial or economic interests of a public body
- ☐ Section 25 - Disclosure harmful to conservation
- ☒ Section 26 - Disclosure harmful to individual or public safety
- ☐ Section 27 - Disclosure harmful to business interests of a third party
- ☒ Section 30 - Disclosure of personal information
- ☐ Section 30.1 - Disclosure of House of Assembly service and statutory office records

Federal or provincial Acts or Regulations that prevail over ATIPP:

- √ Schools Act, 1997, Section 12 (Student Records)
- √ Youth Criminal Justice Act

ACTIVE	SEMI-ACTIVE (SA)	DISPOSITION (DIS)
Event date* + 3 years**	17 years*	D = Destroy
*ED = School Leaving **If hard copy, maintained at last school attended	*If hard copy, transferred to centralized storage for district after 3 years Active	

Please note: Above timelines of 3 years (active) and 17 years (semi-active) are preliminary and are subject to change.