

	Administrative Procedure	
	Subject	Student Records
	AP Code	320

Background

Staff members shall produce and maintain records to assist in the provision of educational programs for all students. Information in these records serves two purposes:

1. To provide working records about students currently enrolled in the school and,
2. To provide a permanent record of each student’s attendance. Achievement and personal information that is pertinent to the student is retained according to the Student Cumulative Record Guidelines (AP 320.1) and the Records Retention and Disposal Guide (AP 320.2). The Ministry of Education retains the official permanent record of a student’s secondary level marks.

Procedures

1. General
 - 1.1. The school principal, except where noted, is responsible for the collection, maintenance, and release of student records.
2. Cumulative Records
 - 2.1. Student records shall be kept in accordance with the Student Cumulative Record Guidelines (AP320.1) and the Records Retention and Disposal Guide (AP320.2). When available, this information may be stored in MySchoolSask but the same guidelines shall be followed.
 - 2.2. When a student graduates, transfers out of province, or their file becomes inactive for some other reason, the inactive cumulative file is to be kept in a secure location in the school, for retention until the disposition time has arrived or the student becomes active again.
 - 2.3. Disposition of cumulative files and other student files which have reached their disposition date is to be done annually in a secure manner after receipt of director’s approval.

References

The Education Act, 1995 – sections 85, 175, 231
 The Vital Statistics Act, 2009
 Youth Criminal Justice Act

Date Adopted

September 1, 2024

Revised