








ACADEMIC RECORD CONTENTS	PASSE-PARTOUT	PRESCHOOL	ELEMENTARY	SECONDARY	CONSERVATION
01. Report cards for students registered in special needs classes		✓	✓	✓	 <p>Conserve until the person reaches 75 years of age and indefinitely for people born in years ending in 1.</p>
02. Elementary school report cards (the most complete for each cycle)			✓	✓	
03. Secondary school report cards (the most complete for each cycle)				✓	
04. Name change (and any related documentation)		✓	✓	✓	
05. Permanent code change		✓	✓	✓	
06. Sworn declaration (in exceptional circumstances)		✓	✓	✓	
07. The most complete request for admission and registration	✓	✓	✓	✓	
08. Proof of eligibility for English instruction		✓	✓	✓	
09. Judgment concerning custody, visiting rights or termination of parental rights		✓	✓	✓	
10. MEQ transcript				✓	
11. Parental authorization to transfer the student's information		✓	✓	✓	 <p>Conserve as long as the student remains with the School Board and then destroy 3 years later.</p>
12. Notice of departure/notice of arrival after September 30, if applicable		✓	✓	✓	
13. Notice of registration or student admission certificate from another institution		✓	✓	✓	
14. Report cards issued by other school boards		✓	✓	✓	
15. Preschool report card, if applicable		✓	✓		
16. Birth certificate	✓	✓	✓	✓	
17. Application for review of marks				✓	
18. Home services			✓	✓	
19. Attendance exemption for more than 10 days		✓	✓	✓	
20. Authorized exemption documentation, if applicable		✓	✓	✓	
21. Documents relating to orientation		✓	✓	✓	
22. Annual registration form	✓	✓	✓	✓	
23. Proof of residency		✓	✓	✓	
24. Proof of attendance on September 30 (individual or group)		✓	✓	✓	
25. Course selection and related documents (course change form)				✓	
26. School information sheet (organization plan, transportation, emergency)		✓	✓	✓	

27. Health form	✓	✓	✓	✓	 <p>Conserve 3 years.</p>
28. Choice of school form		✓	✓	✓	
29. Student's schedule				✓	
30. Attendance or absence report in the "Passe-partout" program	✓				
31. Record of attendance (record of attendance and absences)		✓	✓	✓	



ACADEMIC RECORD CONTENTS (including the documents outlined above)	VOCATIONAL EDUCATION	ADULT GENERAL EDUCATION	CONSERVATION
01. Attestation of equivalency and results of equivalency examinations	✓	✓	 <p data-bbox="1696 613 1948 738">Conserve until the person reaches 75 years of age and indefinitely for people born in years ending in 1.</p>
02. Attestation of vocational education	✓		
03. Attestation of vocational specialization	✓		
04. Attestation of internships or capabilities	✓	✓	
05. Report cards for general education courses taken at the same time as vocational education	✓		
06. Training certificate in social and occupational integration		✓	
07. Diploma of vocational studies	✓		
08. Statement of competency	✓		
09. Statement of learning	✓	✓	
10. Results obtained in each subject leading to a diploma		✓	
11. Declaration of student population		✓	 <p data-bbox="1705 982 1948 1084">Conserve as long as the student remains with the School Board and then destroy 3 years later.</p>
12. Most complete enrolment and registration application	✓	✓	
13. An identification document (birth certificate, proof of residency or other)	✓	✓	
14. Training profile	✓	✓	
15. Recognition of knowledge (GDT, SSET, etc.)	✓	✓	
16. Transcripts or relevant documents for admission purposes or training status	✓	✓	
17. Vocational exam	✓		 <p data-bbox="1732 1360 1900 1385">Conserve 3 years.</p>
18. Student's schedule	✓	✓	
19. Record of attendance (record of attendance and absences)	✓	✓	
20. Placement and equivalency tests	✓	✓	
21. Adult general education exams		✓	 <p data-bbox="1732 1507 1900 1531">Conserve 1 year.</p>

CONFIDENTIAL STUDENT RECORD CONTENTS	CONSERVATION
<p>01. Admission to complementary services</p> <p>02. Chronology of interventions or student progress sheet</p> <p>03. Comments and letters sent to the parents</p> <p>04. Request for accompaniment for a handicapped student, etc.</p> <p>05. Follow-up sheet</p> <p>06. Parental authorization form</p> <p>07. Observations, notices, evaluations and recommendations made by professional staff</p> <p>08. Educational services individual education plan</p> <p>09. Case study report</p> <p>10. Observation report</p> <p>11. Reports from staff responsible for re-education, readaptation or remedial education</p> <p>12. Report on the student's behaviour at school</p> <p>13. Signalement à la Direction de la protection de la jeunesse (youth protection description)</p> <p>14. Tests</p>	 <p>Destroy 3 years after the last intervention.</p>
PROFESSIONAL RECORD CONTENTS	CONSERVATION
<p>All personal and professional information deemed necessary by the intervening professionals (psychology, psychoeducation, remedial instruction, speech therapy, audiology, guidance, etc).</p>	 <p>Destroy 5 years after the last intervention.</p>