

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> CONSERVATION/ARCHIVING OF STUDENT RECORDS ADULT EDUCATION CENTER	
<i>Source:</i> Archives Act Council of Commissioners Secretary General	<i>Adopted:</i> ETSB99-001 1999-08-22 Effective as of School Year 1998-1999	<i>Reference Number:</i> P002

GENERAL PRINCIPLE

The School Board is responsible for assuring that complete and accurate records are kept for each student who receives educational services (MEQ recognized services such as services required to obtain a D.E.S.) under its jurisdiction.

A Student Record File is opened for each student who registers and takes placement tests or who registers and attends an Adult Education Center under the jurisdiction of the ETSB.

The Student Record File must be kept for each individual until he/she has reached 75 years of age. Moreover, files of individuals who are born in years ending in one and six (1911, 1916, 1921, 1926, 1931, 1936, 1941, 1946, etc.) must be kept indefinitely.

The Adult Education Center's Administration is responsible for:

- a) Opening a Student Record File (a legal-sized file folder) for each student. Folders of students who receive services in order to obtain a "D.E.S." must be clearly identified as such.
- b) Ensuring that the Student Record File contains the following documents and is updated as necessary:
 1. Official Identification* (Birth Certificate or other document deemed acceptable by the Center) *This document must be signed "as-true-copy/copie authentique"
 2. Documents proving a change of name, if any
 3. Placement tests with results
 4. Mark Transmission Sheets
 5. Academic Profile
 6. SSET and/or GDT Results and/or Out-of-Province Equivalence
 7. Registration/Enrolment Form (original signed by the student and parent, if student is of minor age)
 8. Attestations of Attendance and Schedules
 9. Authorization to forward confidential information to school/center outside the ETSB territory

- c) Each Adult Education Center is responsible for storing inactive files of students in a secure location (in locked cabinets and/or in a locked room).

DESTRUCTION OF DOCUMENTS

The Center Director is responsible for ensuring that documents are destroyed as required under the Archives Act/Loi sur les archives.

SUMMARY OF CONTENTS OF AN ACTIVE STUDENT RECORD FILE

THIS SECTION APPLIES ONLY TO STUDENT RECORDS HELD AT AN ADULT EDUCATION CENTER

The Adult Education Center is responsible for the Student Record Files of those students who receive educational services from the Center.

The Adult Education Center's Administration is responsible for:

- a) Opening a Student Record File (a legal-sized file folder) for each student. Folders of students who receive services in order to obtain a "D.E.S." must clearly be identified as such.
- b) Affixing a label on which appears the following information:
LAST NAME, FIRST NAME
Permanent Code
Date of Birth
- c) Ensuring that the Student Record File contains the following documents and is updated as necessary:
- 1) Official Identification* (Birth Certificate or proof of age, sex of the student and names of parents) *This document must be signed "as-true-copy/copie authentique" and updated if file becomes inactive.
 - 2) Documents proving a change of name, if any
 - 3) Placement tests with results
 - 4) Copies of diplomas and/or certificates
 - 5) Mark transmission sheets
 - 6) Academic Profile
 - 7) SSET and/or GDT Results, Out-of-Province Equivalences
 - 8) Registration/Enrolment Form (original signed by the student and parent, if student is of minor age)
 - 9) Attestations of attendance and schedules

- d) In addition to the above-mentioned obligatory documents which must be kept in the file, the following documents may be stored in the folder:
- 1) Past School Records and Most Recent Reports including "Dossier Global"
 - 2) High School Referrals and/or Withdrawal Forms
 - 3) Social Information
 - 4) Correspondence
 - 5) Misc. Correspondence
 - 6) Confidential Student File (Rules concerning the contents of the Confidential Student File will be dealt with separately)
- e) Ensuring that Student Record Files are kept in locked cabinets and made available to authorized personnel upon request. An "Access Control Sheet" should be placed in each Student Record File indicating when the file was accessed and by whom.

MOVEMENT OF STUDENT RECORD FILES

SITUATIONS WHICH MAY OCCUR AT THE ADULT EDUCATION CENTERS

1. A student moves and attends another ETSB Adult Education Center:
The file follows to the new ETSB Center.
2. A student does not complete the program:
The file is retained at the ETSB Center and stored in the permanent archives of the Center (Cowansville or Sherbrooke).

IMPORTANT NOTE:

When a student moves out of the territory of the school board, the ETSB Center retains the original file and makes a copy of any document required by the new school and/or center. The school/center must obtain a written authorization from the student/parents to send this information to the new school/center.