

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> CONSERVATION/ARCHIVING OF STUDENT RECORDS PRIMARY, ELEMENTARY AND SECONDARY SCHOOLS	
<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> P003

GENERAL PRINCIPLE

The School Board is responsible for assuring that complete and accurate records are kept for each student who attends a school under its jurisdiction.

A Student Record File is opened for each student who makes an application to attend a school under the jurisdiction of the ETSB.

The Student Record File follows the student throughout his education within schools 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.

While a student is actively attending an ETSB school and for a period of five (5) years after the student has left the school system, the school is responsible for the Student Record File.

The School Administration is responsible for:

- a) Opening a Student Record File (a legal-size file folder) for each student.
- b) Ensuring that the Student Record File contains the following documents and is updated as necessary:
 - 1- Birth Certificate (or proof of age, sex of the student and names of parents) *This document must be certified "true-copy" or "copie authentique"
 - 2- Documents proving a change of name, if any
 - 3- Documents proving derogation of age versus level, if any
 - 4- Proof of admissibility for English instruction
 - 5- Report cards for each year or part of year (and/or I.E.P. Reports)
 - 6- Registration/Enrolment Form (original signed by the parents/student)
 - 7- Notice of Arrival/Entry
 - 8- Notice of Departure (when applicable)
 - 9- Authorization to forward confidential information to school/center outside the ETSB territory

- c) Forwarding inactive files of students to the ETSB Archives Center. After the five (5) year period the school will be responsible for forwarding to the ETSB Permanent Archives the files of all the students who have left the school. The files forwarded to the ETSB Permanent Archives must be purged of all documents except those listed in sub-paragraph b) above. A transmittal sheet must accompany the file(s) (Example attached). Files will be accepted at the ETSB Permanent Archives during the months of August and September only.

DESTRUCTION OF DOCUMENTS

The School Principal is responsible for assuring 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 PRIMARY, ELEMENTARY AND SECONDARY SCHOOLS

While a student is actively attending an ETSB school and for a period of five (5) years after the student has left the school system, the school is responsible for the Student Record File.

The School Administration is responsible for:

- a) Opening a Student Record File (a legal-sized file folder) for each student.
- b) Affixing a label on which appears the following information:
 - LAST NAME, FIRST NAME
 - Permanent Code
 - Date of Birth
 - Names of Both Parents
- c) Ensuring that the Student Record File contains the following documents and is updated as necessary:
 1. Birth Certificate (or proof of age, sex of the student and names of parents) (*This document must be signed "as-true-copy/copie authentique".)
 2. Documents proving a change of name, if any
 3. Documents proving derogation of age versus level, if any
 4. Proof of admissibility for English instruction
 5. Report cards for each year or part of year
 6. Registration/Enrolment Form (original signed b the parents/student)
 7. Notice of Arrival/Entry
- d) In addition to the above-mentioned obligatory documents that must be kept in the file, the following documents may be stored in the folder.
 - 1- Social information
 - 2- Absences control
 - 3- Individual education plan, if any
 - 4- Correspondence with students and/or parents
 - 5- September 30th Proof of Attendance
 - 6- Course Schedules
 - 7- Misc. Correspondence
 - 8- Confidential Student File (Rules concerning the contents of the Confidential File will be dealt with separately.)
- e) Ensuring that Student Record Files are kept in locked cabinets and made available to authorised personnel upon request. An "Access Control Sheet" should be placed in each Student Record File indicating when the file was accessed and by whom.

(NOTE: The use of "metal clips" must be discontinued)

MOVEMENT OF STUDENT RECORDS FILES

SITUATIONS WHICH MAY OCCUR AT ELEMENTARY SCHOOLS

1. A student moves and must attend another ETSB elementary school :
The file follows to the new ETSB elementary school.
2. A student graduates elementary school and attends an ETSB secondary school :
The file follows to the ETSB secondary school.
3. A student moves out of the ETSB territory :
The file is retained at the school for five (5) years and then sent to the ETSB permanent archives.

MOVEMENT OF STUDENT RECORDS FILES

SITUATIONS WHICH MAY OCCUR AT SECONDARY SCHOOLS

1. A student moves and attends another ETSB secondary school :
The file follows to the new ETSB secondary school.
2. A student does not complete high school and attends an ETSB Vocational Education Center and/or an ETSB Adult Education Center :
A **copy** of the file is sent to the Center - The **original** file is retained at the Secondary School for five (5) years and then transmitted to the ETSB Permanent Archives.
3. A student has completed Level 5 at the high school and attends an ETSB Vocational Education Center and/or an ETSB Adult Education Center:
A **copy** of the file can be sent to the Center - The **original** file is retained at the Secondary School for five (5) years and then transmitted to the ETSB Permanent Archives.
4. A student moves out of ETSB territory / does not complete his/her secondary education:
The file is retained at the school for five (5) years and then sent to the ETSB Permanent Archives.

IMPORTANT NOTE:

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

TRANSMITTAL SHEET

**(REF.: CONSERVATION/ARCHIVING OF STUDENT RECORDS as regards the
transfer of Student Records to the E.T.S.B. Archives Center)**

**TO: ETSB Permanent Archives
c/o Princess Elizabeth Elementary School**

**c.c.: The Office of the Secretary General
101 Du Moulin, Magog QC (FAX 819-868-2286)**

- Please find herewith _____ (number) of Inactive
Student Record Files.**

- There are no Student Record Files to be transferred.**

Signed by: _____

School Principal/Center Director

for

Name of School/Center: _____

DATE: _____

(Please note that files must be transferred during the months of August or
September only)