

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> CONSERVATION/ARCHIVING OF STUDENT RECORDS VOCATIONAL EDUCATION CENTRE	
<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> P004

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.P.) under its jurisdiction.

A Student Record File is opened for each student who makes an application to attend the Vocational 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.

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

The Vocational 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.P. 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/Baptismal Certificate, S.I.N. other document deemed acceptable by the Center). *This document must be signed "as-true-copy/copie authentique"
 2. Documents providing a change of name, if any
 3. Statement of marks from the Quebec government or school bulletin showing students having the pre-requisites for admission into the program. May also include out-of-province diplomas or MCCI equivalence.
 4. Student profile
 5. Registration/Admission Form (original signed by the student and parent, if student is of minor age

6. When course or DEP is finished, updated copy of statement of marks stating DEP obtained or last course taken
 7. 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 Center will be responsible for forwarding to the ETSB Permanent Archives the files of students who have left the Center. 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 Center Director 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 A VOCATIONAL EDUCATION CENTER

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

The Vocational 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 are attending the Vocational Education Center in order to obtain a D.E.P. must be clearly identified as such.

- b) Affixing a label on which appears the following information:
 - LAST NAME, FIRST NAME
 - Permanent Code
 - Date of Birth
 - School year student started D.E.P.

- c) Ensuring that the Student Record File contains the following documents and is updated as necessary:
 1. Official Identification* (Birth/Baptismal Certificate, S.I.N. 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. Statement of marks from the Quebec government or school bulletin showing students having the pre-requisites for admission into the program. Includes diplomas and/or certificates from out of province and/or MCCI equivalence or "dossier global"
 4. Student profile
 5. Registration/Admission Form (original signed by the student and parent, if student is of minor age.
 6. When course or DEP is finished, updated copy of statement of marks stating DEP obtained or last course taken.

- 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) Secondary school referrals and "avis de départ"
 - 2) Correspondence
 - 3) 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 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.

MOVEMENT OF STUDENT RECORDS FILES

SITUATIONS WHICH MAY OCCUR AT THE VOCATIONAL EDUCATION CENTER

1. A student moves and attends another ETSB Vocational Education Campus:
The file follows to the next ETSB Campus.
2. A student does not complete the program:
The file is retained at the Vocational Education Center 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/parent 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)