



**PACIFIC MONTESSORI SOCIETY
STUDENT RECORD POLICY
EFFECTIVE: MARCH 9, 2005**

It is the policy of the Pacific Montessori Society to collect and store student information so as to balance access and confidentiality.

Permanent Student Record

The following information will be collected and stored for each student and will become part of their Permanent Student Record:

1. Permanent Student Record Form 1704
2. Copies of a minimum of the two most recent years of Student Progress Reports or an official transcript of grades
3. Copies of inclusions, or documents used to plan or support a student's educational program:
 - a) health services information as indicated by a medical alert;
 - b) court orders as indicated by the legal alert;
 - c) other legal documents (change of name or immigration document);
 - d) support services information (e.g. psychometric testing, speech and hearing tests);
 - e) copies of Individual Education Plans (IEPs) or Case Management Plans (CMPs); and
 - f) registered Home Schooled Students

In addition to the above, the following will also be collected and stored for each student:

- a) a copy of the original birth certificate;
- b) allergies or medical information or health concerns;
- c) emergency contact numbers;
- d) doctor's name and contact information;
- e) care card number;
- f) official name(s) of parent(s) or guardian(s) with home and work contact information;

- g) parental/guardian verification – legally in Canada and resident of BC
- h) records of information which an educator deems relevant and important to the educational program of the student;
- i) previous student progress reports;
- j) serious student discipline reports;
- k) reports of important meetings; and
- l) copies of sensitive information received from parents (e.g. psychiatric reports, family assessments, referrals).

Records of a report of alleged sexual or physical child abuse made to a child protection social worker under section 14 of the Child, Family and Community Service Act would be stored by the principal in their office.

All material collected will be dated and signed before it is stored.

Permanent Student Record Forms 1704 will be stored in a fire-proof cabinet in the staff room and will only be accessible to administration and staff.

Kindergarten teachers will prepare 1704s for students in their kindergarten year.

Classroom teachers will update the 1704s on an annual basis.

Access and Disclosure of Students Records

Please refer to the Access and Disclosure of Student Information Policy.

Transfer of Student Records

Upon receipt of a request from a school, school board or school authority in British Columbia, we will transfer the Permanent Student Record for a student to the requesting school, board or authority.

We will keep a copy of the Form 1704 in our files, indicating the school and date where and when the PSR was sent.

In addition, copies of the most recent student progress reports may also be sent if requested.

Transfer of any sensitive information (defined as information which by its nature requires that school staff observe a high level of confidentiality, such as psychiatric reports or family assessments) will only take place with written, dated approval by the parent/guardian.

If the requesting school is outside British Columbia, a photocopy of the PSR will be sent.

Note: Policy approved at a meeting of the Board of Directors on Wednesday, March 9, 2005.