

REQUIRED ELEMENTS IN STUDENT RECORDS

Permanent Student Records (PSR)

Required Items

1. Permanent Student Record Form 1704, completed according to instructions.
2. Copies of at least the last two years of Student Progress Reports or official transcripts.

Required Inclusions

1. Inclusions are documents or copies of documents that support the student's educational plan as noted on Form 1704. Documents listed as inclusions on Form 1704 become components of the PSR and are to be transferred with Form 1704 if the student enrolls in another school. Not all students have these inclusions.
2. The following items must be filed with Form 1704 for any student to whom they may apply:
 - a. Health services information as indicated by a medical alert.
 - b. Court orders as indicated by the legal alert.
 - c. Other legal documents (e.g. name change or immigration document).
 - d. Support services information (e.g. psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities).
 - e. Individual Education Plans (IEPs), Student Learning Plans (SLPs) or Case Management Plans (CMPs).
 - f. Registered Home Schooled Students.

Optional Inclusions

1. Standardized test scores.
2. Records of information which an educator deems relevant and important to the educational program of the student.

PSRs should be retained by schools until another school requests the PSR or for 55 years after a student has withdrawn and not enrolled in another K-12 school, or graduated from the school. Permanent Student Records should be stored in a secure and appropriate location in a fireproof cabinet.

REQUIRED ELEMENTS IN STUDENT RECORDS

School Student Record (SSR)

These items are not part of the PSR, and do not need to be forwarded to other schools or retained for 55 years. They must be included in student records to meet independent school inspection/funding requirements and student safety/emergency standards.

Required Items

1. Legal name of child (verify the original and file a photocopy of birth certificate).
2. Allergies, medication and/or health concerns (other than those with medical alerts; medical alerts are included in the PSR)
3. Emergency contact numbers.
4. Doctor's name and contact information.
5. Care card number.
6. Official names of parents or guardians with home and work contact information.
7. Parental/guardian verification – legally in Canada and resident of British Columbia.
8. Signed copy of Registration Documents for the current school year.
9. Signed copies of PIPA release forms.
10. Standardized test scores.

Optional Items

1. Records of information which an educator deems relevant and important to the educational program of the student.
2. Award information.
3. Previous student progress reports (other than the two most recent years required in the PSR).
4. Serious student discipline reports (e.g. copies of letters to parents/guardians regarding discipline matters and corrective actions taken).
5. Reports of important meetings.