

Student Records

1. Student Records:

1.1 The following are considered Student Records:

- a) The Board's current Student Registration For Admission Form for as long as it remains the current copy (until it is superseded);
- b) Other Cooperative Education Records (which are not included in the OSR) kept on each student who is or has taken credits in the Cooperative Education Program;
- c) Incident (Accident) Report Forms (as directed on the form itself);
- d) Event Consent Forms (until the end of the current school year);
- e) Application for Inter-School Activities (for one year);
- f) Transportation lists and reports. This includes bus pass lists/reports as well as lists/reports of students with special needs who require transportation (for one year);
- g) Applications to post-secondary institutions as well as all the supporting reports and documentation required. There are also reports indicating intended destinations of retiring students (for one year);
- h) Current reports and lists which are often computerized and are sometimes school specific, and which sometimes contain personal information (especially addresses, phone numbers) which are used by the schools to facilitate both school management and program delivery both academic and extra-curricular, e.g., student directories/alpha student list, class lists, text book lists.
- i) Record of Sacramental programs.