

PERMANENT STUDENT RECORD ORDER

Authority: *School Act*, sections 79 (3) and 168 (2)(t) and (k)

{ Ministerial Order 082/09 (M082/09)..... Effective March 12, 2009
{ Repeals 190/91
Amended by M200/11.....Effective July 11, 2011
Orders of the Minister of Education

Interpretation

1 In this Order

"board" includes a francophone education authority,

"IEP" means an IEP as defined in Ministerial Order 638/95, the Individual Education Plan Order.

[am M200/11]

Establishing and maintaining student records

2 A board must ensure that each record established and maintained for a student pursuant to section 79 (3) of the *School Act* includes

(a) both

(i) the most recent Ministry of Education form entitled “Permanent Student Record”, and

(ii) all documents required to be listed as inclusions on the form entitled “Permanent Student Record”

completed in accordance with the Ministry’s “Permanent Student Record Completion Instructions,” which are in effect at the time of the completion

(b) the student progress reports for the two most recent years, or a copy of the Transcript of Grades issued by the Ministry of Education

(c) where letter grades are not set out in a student progress report for a student in grade 4, 5, 6, or 7, a written record of those letter grades, and

(d) *REPEALED M200/11*

(e) the student’s current IEP if any.

[am M200/11]

Retention Period

3 Subject to section 4 (1), a board must retain the documents referred to in 2(a)(i), (b) and (c) for 55 years from the date on which the student withdraws or graduates from school.

Document Transfers

4 (1) On receipt of a request from the board to which a student transfers and is enrolled, a board must transfer the documents listed in section 2 to that board.

(2) Where a former student of a board is enrolled in an independent school or an educational institution outside the Province, and a board receives a request from that independent school or educational institution, the board must transfer a copy of the documents listed in section 2.