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For more information concerning the history of these regulations, please see the [Table of Regulations](#).

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CHAPTER S-2.1

SCHOOL ACT

STUDENT RECORDS REGULATIONS

Pursuant to section 147 of the *School Act*, R.S.P.E.I. 1988, Cap. S-2.1, Council made the following regulations:

1. In these regulations

Definitions

(a) “examine” means, in the context of student records, a personal inspection and review of a student record or an oral description or review of a student record;

examine

(b) “student record” means a collection of information directly related to a student and maintained by a school, or a school board, in paper, electronic or other form. (EC484/98)

student record

2. Student records shall contain, but are not limited to the following information:

Contents of student records

(a) factual personal and demographic information, including student's legal name, gender, provincial student number, date and place of birth, residence address and telephone number, grade and school attended, names, addresses and telephone numbers of the parents and place of employment;

(b) academic achievement and attendance records;

(c) academic support information including psychometric information, health status and medical conditions, and other health related information as requested by a parent; and

(d) other information respecting the student, as required by school board policy. (EC484/98)

3. (1) Subject to section 81 of the Act, a parent of a student may examine the student's records in the presence of the principal or other instructional staff member of the school as designated by the principal or the Unit Superintendent.

Examination of student records

(2) A notation shall be made in each student record, listing all persons or agencies, other than instructional staff members, that have examined a student record.

Notation of person who accessed record

(3) Subject to section 55 of the Act, information contained in student records, in the possession of or under the control of a school board, may be provided to a person approved by the Minister, for system reporting, or research and statistical purposes, provided that parent or adult student

Research, statistical

authorization is obtained where information identifies a student. (EC484/98)

- School board policy **4.** School boards shall establish a policy and procedures to ensure
- (a) the security of the information contained in student records during active use as well as during their retention in storage;
 - (b) the regular review of active student records for the removal of material that is no longer considered conducive to the improvement of the instruction of the student;
 - (c) the transfer of student records between schools;
 - (d) the safe and secure storage and retention of student records;
 - (e) disposal of student records in accordance with these regulations. (EC484/98)
- Destruction of student records **5.** (1) Destruction of student records may be made, in accordance with school board policy, not earlier than
- (a) 55 years after the student attains the age of 18 years, for those records described in clauses 2(a) and (b); and
 - (b) 21 years after the students attains the age of 18 years, for those student records described in clauses 2(c) and (d). (EC484/98)
- Confidential (2) Destruction of student records shall be carried out in a manner that ensures the confidentiality of the records. (EC484/98)