

PERMANENT STUDENT RECORD ORDER

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

Ministerial Order 190/91 (M190/91).....	Effective August 14, 1991
Amended by M108/96.....	Effective February 19, 1996
Amended by M298/97.....	Effective August 18, 1997
Amended by M321/04.....	Effective September 1, 2004
Amended by M235/07.....	Effective September 18, 2007
Orders of the Minister of Education	

Interpretation

1. In this Order

"board" includes a francophone education authority,

"Form 1704" means the most recent Ministry of Education form 1704 entitled "Permanent Student Record",

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

"Permanent Student Record" means a record that includes the following:

- (a) Form 1704, completed in accordance with the Ministry of Education "Permanent Student Record Completion Instructions," which are effective at the time of 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, and
- (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.

"Student Learning Plan" means the student learning plan set out in the Career and Personal Planning 8 to 12 Integrated Resource Package (1997) educational program guide.

[am 321/04, am 235/07]

What student records must be kept?

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) the Permanent Student Record and
- (b) a student file that contains
 - (i) all documents listed as inclusions on Form 1704,
 - (ii) a copy of the student's current Student Learning Plan, if any, and
 - (iii) a copy of the student's current IEP, if any.

[am. M298/97 am 321/04]

Retention Period

3. Subject to section 4 (1), a board must retain the Permanent Student Record of a student for 55 years from the date the student withdraws or graduates from school.

PERMANENT STUDENT RECORD ORDER

Document Transfers

4. (1) A board must transfer the Permanent Student Record, the current Student Learning Plan, if any, and the current IEP, if any, for a student, on receipt of a request from the board where the student is enrolled, 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 the board receives a request from that independent school or educational institution, the board must transfer the current Student Learning Plan, if any, the current IEP, if any, and a copy of the Permanent Student Record of the student to that independent school or educational institution.

[am 321/04, am 235/07]