

REQUIRED ELEMENTS IN STUDENT RECORDS

A five-minute discussion

Additional Student Record Items

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.

Optional Items

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