



ANGLOPHONE WEST SCHOOL DISTRICT

Guidelines for the Care of New Brunswick Student Records

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Table of Contents

	Page
Introduction	3
Cumulative Records Procedures - Elementary, Middle, High	3
Provincial Archives and Student Cumulative Records	4
	Appendix
Cumulative Records Personal Information	A
Year-End Check List Grades K-5	B
Year-End Check list Grades 6-8	C
Year-End Check List Grades 9-12	D
Yearly Preparation of Student Records for Microfilming	E
Process for Schools/Graduates Seeking Transcripts	F
Process for Schools Seeking Cumulative Records	G
Cumulative Records Storage Container - Graduates/Inactive	H
Form For Requests for Student Marks/Transcripts	I
Form for Records Transfer Request	J

Guidelines For the Care of New Brunswick Student Records

Introduction:

Student records (including student cumulative record – SCR and students services files) and all documents contained therein are the property of the Province of New Brunswick and managed by Anglophone West School District. As such, in each school the Principal is responsible for the establishment and disposition of these student files.

The current Department of Education and Early Childhood Development document detailing and outlining procedures relating to student files is under review, having not been changed since 1992. This will, potentially, have an effect on some of the practices outlined in this guide. Until such time, however, the following document will act as a guide for Anglophone West School District schools in how to deal with the use, storage and preservation of student files. For the sake of clarify, this document is broken down into two (2) main sections –

1. Student cumulative records procedures for each grade level (Elementary, Middle, High)
2. Process for removal and archiving of student cumulative record files for graduated students and those who are withdrawn/transferred/deceased

When a new Department policy is released, this document will come into line with any possible changes. Until such time, this guide has been created in agreement with the “Guidelines to Accompany the New Brunswick Student Record File (1992)”, the official document for the management of student records for the New Brunswick Department of Education and with the approved Records Retention and Disposition Schedules for the School Districts, including the “Classification Plan and Retention Schedules for Administrative Records”, the official document for the management of administrative government records for the Province of New Brunswick.

Part I: Cumulative Records Procedures – Elementary, Middle, High

A. Personal Information (see Appendix “A”)

For each student enrolled in school the following information must be updated and confirmed at the beginning of each academic year, or when a student enters the district. *Note: It is always the responsibility of the student’s teacher to record the changes.*

- Legal Name / Family Name
- Address (pencil only)
- Name(s) of Parent/Guardian
- Parent Phone – Business and Home Numbers (pencil only)
- Emergency Phone Number (pencil only)
- Date of Birth
- Student Photo
- Student Number (10 digit number assigned through PowerSchool)
- Record of Schools Attended (date, grade, name of school, address and homeroom teacher).
- For students who change schools during the year, the withdrawal information needs to be completed (date and reason).
- Medicare number

B. Grade Level Year-End Procedures

Check list Grades K-5 (see Appendix “B”)

- Under each curricular area, record the achievement code from the June progress report. A teacher may record other significant information such as major resources used or areas of student difficulty.
- The first vertical column is for kindergarten information.
- At the bottom, there is a box marked “Other” where an SEP, IEP, IBSP should be indicated.
- Yearly attendance is recorded (Actual/Possible)

Check list Grades 6-8 (see Appendix “C”)

- Record year-end student information.
- In the box for each curricular area, record the code from the progress report. There is also a space to include any other useful information for the receiving teacher. This could include areas of strength/weakness, SEP, enrichment, ...
- Attendance is recorded (Actual/Possible).

Check list Grades 9-12 (see Appendix “D”)

- Include homeroom teacher name
- The subjects and marks are recorded (PowerSchool). It is important to record summer school results. Include attendance at an alternate program (Enterprise).
- The Grade 9 sticker with provincial assessment information must be included.
- The provincial reassessment sticker can be placed near the bottom of the page.
- Final transcript for graduates.

What to include and what to remove?

- There has been much confusion as to what contents are appropriate for the SCR's. For a complete listing of which items to include and which items to purge from SCR's, please refer to Appendices B, C and D which are attached to this document.

Part 2: Provincial Archives and Student Cumulative Records

Graduated Students: Schools are required to store the cumulative record files of graduated students for a period of three (3) years after graduation. After that time schools are expected to transfer SCR's to the Provincial Archives (Government Records) for microfilming. Reasons for this are two-fold – as per the Records Retention and Disposition Authority – to ensure the safety and preservation of the document in a secure facility and, secondly, to make space available to the school.

Inactive Files: All schools in Anglophone West School District may have SCR's for students who have withdrawn, transferred or are deceased. These files can be kept in the school for a period up to three (3) years after attendance. After that time schools can transfer these files offsite to the Provincial Archives (Government Records) for microfilming. Reasons for this are two-fold – as per the Records Retention and Disposition Schedule Authority – to ensure the safety and preservation of the document in a secure facility and, secondly, to make space available to the school. (See process below.)

Process for Removal of Student Files to PANB and Requests for Records from PANB:

Attached to this document are directions that schools are to take in the event that they transfer SCR's to the Provincial Archives (Government Records).

- **Appendices “E”, “F” and “G”** show the guidelines for transferring records to the Provincial Archives of NB and how to request transcripts / SCR's from the Provincial Archives of NB.
- **Appendix “H”** shows how to prepare archival boxes for transferring Graduated and/or Inactive files of students.
- **Appendix “I”** contains the “Request for Student Marks and/or Transcripts” form which a school would use to retrieve student documents from PANB.
- **Appendix “J”** contains the “Records Transfer Request” form that a school would use when shipping student cumulative records to PANB.

Any inquiries as to further details of the process should be directed to the Provincial Archives of New Brunswick (PANB). The contact person is:

Gisèle Bourque-Richard
Recorded Information Management / Gestion de l'information consignée
Provincial Archives of NB / Archives provinciales du N.-B.
Tel: 506-444-4709
gisele.bourque-richard@gnb.ca

A. Cumulative Records Personal Information

It is always the responsibility of the student's homeroom teacher to record cumulative record entries or changes.

Callout Boxes:

- "Legal Name/Family Name" (pencil only)
- "Address" (pencil only)
- "Date of Birth"
- "Name(s) of Parent/Guardian"
- "Medicare Number"
- "Student Number" To be entered above Medicare #
- "Parent's Home, Business, Emergency Phone Numbers" (pencil only)
- "Student Picture" or use "Student Picture Card"
- "Record of Schools Attended"
- "Withdrawal Information" (if applicable)

Form Fields:

- Legal Name: _____ Sex: _____
- Family Name: _____ First and Last: _____ Date of Birth: _____ Month: _____ Day: _____ Year: _____
- Addresses (Pencil): _____
- Street / P.O. Box: _____
- City, Town: _____ Postal Code: _____
- Emergency Phone (Pencil): _____
- Telephone-Business: _____ Telephone-Home: _____
- Father: _____
- Mother: _____
- Guardian(s): _____
- STUDENT NUMBER: _____
- PICTURE: _____
- FOR ANNUAL UPDATE

Record of Schools Attended Table:

Date	Grade	Name of School	School Address	Home Address	Homeroom Teacher	Date	Reasons / Comments	
M	D	Y				M	D	Y

Withdrawal Information:

WITHDRAWAL REASONS / COMMENTS: _____

GRADUATION / DISTINCTIONS / AWARDS / SCHOLARSHIPS:

GRADE	NAME OF AWARD	NAME OF SCHOOL	Test Date	Age	NAME OF TEST ADMINISTRATION	Name of Test Administrator

Graduated from (Name of School) _____
 Date _____ Total number of credits _____ Signature _____

20-1303 (1/100)

B. Year-End Check List Grades K-5

It is always the responsibility of the student's homeroom teacher to record cumulative record entries or changes.

“The first column is reserved for Kindergarten”

“Achievement code from the June progress report” for each grade and subject

“Indicate Special Plan” – SEP, IBSP

“Attendance”

ELEMENTARY SCHOOL RECORD															
B	Attended Kindergarten <input type="checkbox"/> No <input type="checkbox"/> Yes		Year _____	Location _____	Teacher _____	Name of Pupil _____									
School															
Year/Grade															
Address															
Recording State															
Language Arts	K														
Mathematics	I														
Science	N														
Social Studies	D														
French Second Language	E														
Art	R														
Music	G														
P.E.	A														
Health	R														
Activities	T														
Other	E														
Attendance		Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible

✿ Information to be removed yearly:

- ▶ Excuses
- ▶ Parent notes of any kind
- ▶ Problem solving minutes
- ▶ Discipline files of any kind
- ▶ Teacher notes
- ▶ Accident Reports

*Documents removed (such as Psych Ed Reports), that are pertinent to the student's record, should be kept in another file area (i.e. Education Support Services, CSDR)

✿ Information to be retained in SCR:

- ▶ **School Entry Permit**
- ▶ Educational plans – SEP, IBSP (Most recent only)
- ▶ Requests for Individual Assessment
- ▶ Assessment Reports (District and private), ex. Eye-da
- ▶ Request for removal from French Immersion Program
- ▶ French Second Language exemptions
- ▶ Requests for Full/Partial exemptions from Provincial Assessments
- ▶ Parental Custody Information
- ▶ Health Record Card (Info on health issue)

- ▶ Transition Info. And Planning Form for Grade 5 Students on SEP's
- ▶ Final Reading Record
- ▶ Final Writing Assessment Sample (Marked with Standards) – English, Intensive French, French Immersion
- ▶ All progress reports (1st, 2nd, and final) for Grades K-5
- ▶ Notice of Universal Accommodations Form

✿ Information to be removed at end of Grade 5:

- ▶ Fluoride consent form
- ▶ All samples of student work (Returned to student)
- ▶ All items of an extra-curricular nature (Returned to student)

C. Year-End Check List Grades 6-8

It is always the responsibility of the student's homeroom teacher to record cumulative record entries or changes.

20-1332 (11/05)		IMMUNIZATION STATUS		MIDDLE SCHOOL RECORD		Name of Pupil _____	
Name of School							
Address of School							
Year (Grade)							
Homeroom Teacher							
Recording Date							
Subjects	Rating / Comments			Rating / Comments			
Language Arts							
Mathematics							
Science							
Social Studies							
French Second Language							
Technology							
Health							
Physical Education							
Art							
Music							
Minimum Pass Standard							
Average (Optional)							
Attendance	Actual	Possible		Actual	Possible		
Activities / Awards							
Comments: Only those that would be useful to a receiving teacher							

“Year end student personal information”

“The first column is reserved for Grade 6”

“Attendance”

“In the *Comments* box include any useful information. This could include areas of strength/weakness, SEP, enrichment,”

**Grade
Six**

- ✳ **Information to be removed yearly:**
 - ▶ Excuses
 - ▶ Parent notes of any kind
 - ▶ Problem solving minutes
 - ▶ Discipline files of any kind
 - ▶ Teacher notes
 - ▶ Accident Reports
- *Documents removed (such as Psych Ed Reports), that are pertinent to the student's record, should be kept in another file area (i.e. Education Support Services, CSDR)

- ✳ **Information to be retained in SCR:**
 - ▶ **School Entry Permit**
 - ▶ Educational plans – SEP, IBSP (Most recent only)
 - ▶ Requests for Individual Assessment
 - ▶ Assessment Reports (District and private), ex. Eye-da
 - ▶ Request for removal from French Immersion Program
 - ▶ French Second Language exemptions
 - ▶ Requests for Full/Partial exemptions from Provincial Assessments
 - ▶ Parental Custody Information

- ▶ Transition Info. And Planning Form for Grade 8 Students on SEP's
- ▶ Notice of Universal Accommodations Form
- ▶ Health record card (Info on health issues)

- ✳ **Information to be removed at end of Grade 8:**
 - ▶ All samples of student work (These may be returned to student)
 - ▶ All items of an extra-curricular nature (These may be returned to student)

D. Year-End Check List Grades 9-12

It is always the responsibility of the student's homeroom teacher to record cumulative record entries or changes.



Information to be removed yearly:

- ▶ Excuses
- ▶ Parent notes of any kind
- ▶ Problem solving minutes
- ▶ Discipline files of any kind
- ▶ Teacher notes
- ▶ Accident Reports

*Documents removed (such as Psych Ed Reports), that are pertinent to the student's record, should be kept in another file area (i.e. Education Support Services, CSDR)



Information to be removed at end of Grade 12:

- ▶ All samples of student work (These may be returned to student)
- ▶ All items of an extra-curricular nature (These may be



Information to be retained in SCR:

- ▶ **School Entry Permit**
- ▶ All final (June) progress reports from each Grade, K-12
- ▶ Notice of Universal Accommodations Form
- ▶ Requests for Individual Assessment
- ▶ Assessment Reports (District and private), ex. EYE-DA
- ▶ Request for removal from French Immersion Program
- ▶ French Second Language Exemptions
- ▶ Requests for Full-Partial exemptions from Provincial Assessments
- ▶ Parental custody information
- ▶ Copy of the yearly progress reports
- ▶ Health record card (Info. on health issues)
- ▶ High School credit sheet
- ▶ Record summer school results. Include attendance at an alternate program (Enterprise, TAP, NOVA).
- ▶ All Provincial Language Arts assessment information
- ▶ The Provincial Language Arts reassessment sticker can be placed near the bottom of the page (if applicable)
- ▶ Final transcript for graduates
- ▶ French Second Language Proficiency Certificate

"Homeroom Teacher Name"

"Attach PowerSchool labels each semester"

"Activities/awards filled in" (optional)

"Summer School / Attendance in alternate program"

30-1302 (11/99) HIGH SCHOOL RECORD

30-1302 (11/99)		HIGH SCHOOL RECORD	
School	YEAR	School	YEAR
School Address	Min. Pass Standard	School Address	Min. Pass Standard
Homeroom Teacher		Homeroom Teacher	
Attendance	Actual Possible	Attendance	Actual Possible
Recording Date	Final Year's School Rating	Recording Date	Final Year's School Rating
Subjects (Indicate Level)		Subjects (Indicate Level)	
Total Credits or Average		Total Credits or Average	
Activities or Awards		Activities or Awards	
School	YEAR	School	YEAR
School Address	Min. Pass Standard	School Address	Min. Pass Standard
Homeroom Teacher		Homeroom Teacher	
Attendance	Actual Possible	Attendance	Actual Possible
Recording Date	Final Year's School Rating	Recording Date	Final Year's School Rating
Subjects (Indicate Level)		Subjects (Indicate Level)	
Total Credits or Average		Total Credits or Average	
Activities or Awards		Activities or Awards	
School	YEAR	School	YEAR
School Address	Min. Pass Standard	School Address	Min. Pass Standard
Homeroom Teacher		Homeroom Teacher	
Attendance	Actual Possible	Attendance	Actual Possible
Recording Date	Final Year's School Rating	Recording Date	Final Year's School Rating
Subjects (Indicate Level)		Subjects (Indicate Level)	
Total Credits or Average		Total Credits or Average	
Activities or Awards		Activities or Awards	
School	YEAR	School	YEAR
School Address	Min. Pass Standard	School Address	Min. Pass Standard
Homeroom Teacher		Homeroom Teacher	
Attendance	Actual Possible	Attendance	Actual Possible
Recording Date	Final Year's School Rating	Recording Date	Final Year's School Rating
Subjects (Indicate Level)		Subjects (Indicate Level)	
Total Credits or Average		Total Credits or Average	
Activities or Awards		Activities or Awards	
School	YEAR	School	YEAR
School Address	Min. Pass Standard	School Address	Min. Pass Standard
Homeroom Teacher		Homeroom Teacher	
Attendance	Actual Possible	Attendance	Actual Possible
Recording Date	Final Year's School Rating	Recording Date	Final Year's School Rating
Subjects (Indicate Level)		Subjects (Indicate Level)	
Total Credits or Average		Total Credits or Average	
Activities or Awards		Activities or Awards	

E. Yearly Preparation of Student Records for Microfilming

- High schools are required to keep SCR's of graduated student files for three (3) years after graduation. Every May high schools should follow the outlined procedures below and purge the four year old files.
- Send records in the Records Centre storage boxes purchased at Central Stores (stock #06800, record storage container – Cost is approximately \$1.06 each).
- Each roll of microfilm will cost \$50 and is billed at the District level. The capacity of a roll is approximately 1 ½ boxes of files.
- Write a temporary box number on the outside of each box in the sequence the material must be filmed (see diagram on Page H for details).
- Removal all paper clips, elastics, staples, sticky notes, etc., from all files.
- **All** contents pertinent to the educational record **must** be kept. This would include any SEP's, IEP's, APSEA documents, provincial exam results, educational test results such as KTEA and the like.
- Items to purge would include immunization records, examples of student work, extra-curricular achievements, legal documents such as custody agreements and ANY discipline related files, including Threat Assessment.
- Contact Stephanie Dupré at 457-7249 or stephanie.dupre@gnb.ca before sending the records for microfilming as she will require some additional information from you.
- Complete the attached “Records Transfer” form and return it to records.centre@gnb.ca.
- For additional assistance, please contact gisele.bourque-richard@gnb.ca or at telephone number 506-444-4709.

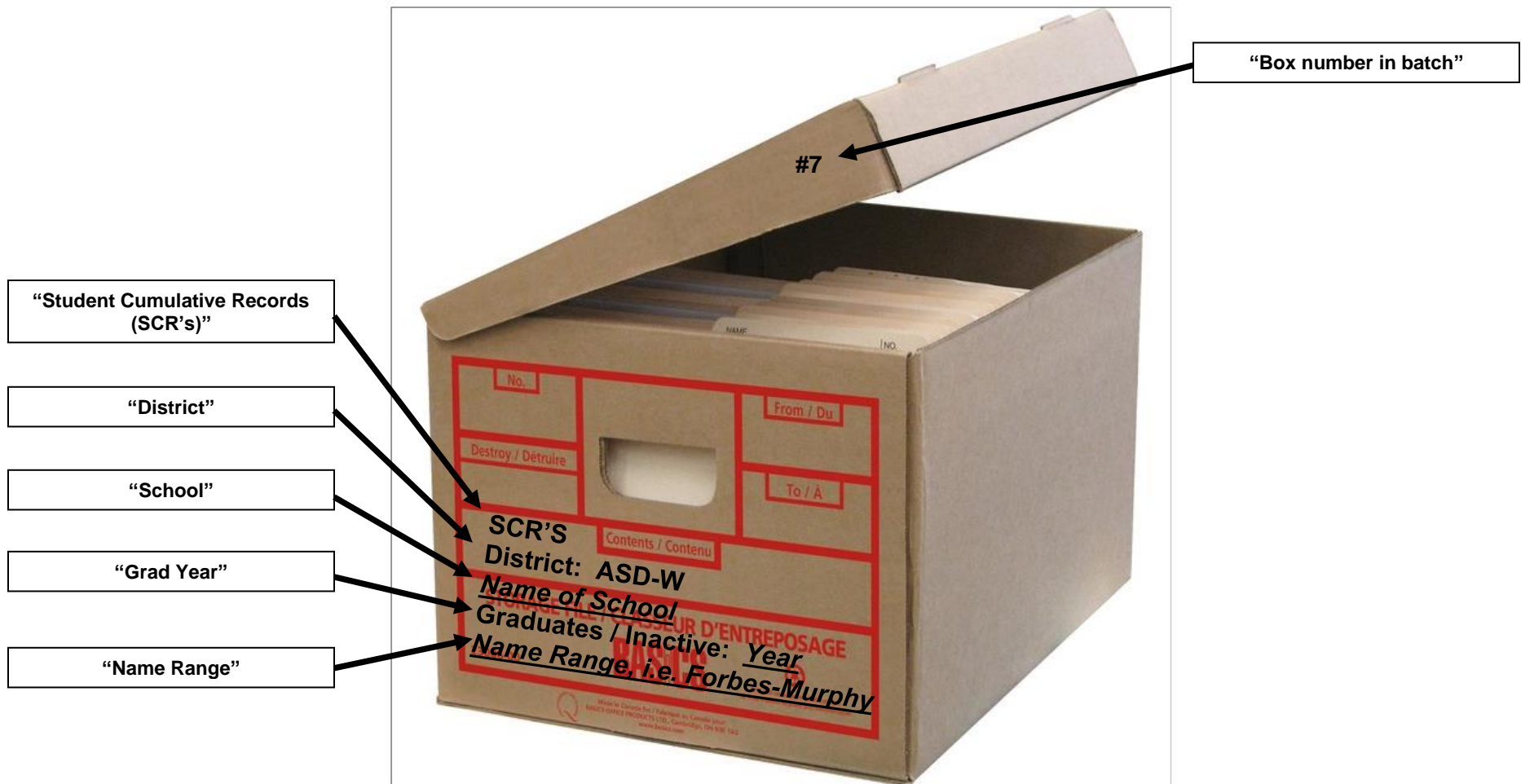
F. Process for Schools / Graduates Seeking Transcripts

- Requests for marks / transcripts made by former students who have **graduated since the inception of WinSchool / PowerSchool** can be generated by the school since these electronic transcripts are **housed on campus digitally**. The school need not seek the information from the Provincial Archives of NB (PANB).
- Since the SCR's for students will now be housed at the PANB, requests for transcripts made by former student **prior to WinSchool / PowerSchool** will need to be requested by the school on behalf of the person requesting the file. The PANB charges a fee of **\$10.00 for each request**. The school will collect this fee. District Office has set up a category in School Cash (called Transcript/Record Fees) where this can be tracked. At the end of the fiscal year, the PANB will issue a request for funds to the district which will cover their records' processing, whereupon the District will do a journal entry from each school's Transcript/Record Fees.
- The Request Process:
 - 1) The person requesting the record / transcript would be asked to provide the personal information as per the Request for Record form (enclosed).
 - 2) Direct the request to the Micrographics Unit to **Sandra Allan** at 453-2895 (phone), 457-4992 (fax), sandra.allan@gnb.ca (email).
 - 3) Micrographics will search the microfilms and produce copies of the information requested (either the complete file or specific information, as required) and respond within two work days of the request.
 - 4) Micrographics will fax the school copies of marks or documents requested. Schools will then verify the graduation transcript, if necessary.

G. Process for Schools Seeking Cumulative Records

- In the event that a student returns to an ASD-W school after having withdrawn, the school receiving the student will need to request the student's cumulative record file from the Provincial Archives of NB (PANB). This is assuming that the student has an existing SCR *and that it has been sent to the PANB*.
- The PANB charges the school a fee of **\$10.00 for each request of record**. District Office has set up a category in School Cash (called Transcript/Record Fees) where this will be tracked. At the end of the fiscal year, the PANB will issue a request for funds to the district which will cover their records' processing, whereupon the District will do a journal entry from each school's Transcript / Record Fees.
- The Request Process:
 - 1) The school requesting the record would provide the personal information as per the Request for Record form (enclosed).
 - 2) Direct the request to the Micrographics Unit to **Sandra Allan** at 453-2895 (phone), 457-4992 (fax), sandra.allan@gnb.ca (email).
 - 3) Micrographics will search the microfilms and produce copies of the information requested (either the complete file or specific information, as required) and respond within two work days of the request.
 - 4) Micrographics will fax the school copies of the documents requested.

H. Cumulative Records Storage Container – *Graduates / Inactive*



These boxes should be batches, by year of graduation, and alphabetically by student name.

(Central Stores – Record Storage Container #06800)

I. Requests for Student Marks and/or Transcripts

DATE:

CONTACT INFORMATION:

Name:	
Mailing Address:	
Telephone Number:	

ALL INFORMATION NECESSARY FOR LOCATING RECORD


Student's Full Name <i>(Maiden Name if Applicable)</i>			
Student's Date of Birth (Year / Month / Day)			
School the Student Attended			
Specify along with the <u>YEAR</u>	GRADUATED	WITHDREW	TRANSFERRED

Information Taken By:

J. Records Transfer Request / Demande de Transfert des Documents

This is now done on line – please check with Janice Miller as she is the contact for ASD-W.

J.



**RECORDS TRANSFER REQUEST /
DEMANDE DE TRANSFERT DES DOCUMENTS**

Department / Ministère: Education	Records Custodian / Responsable des documents:
Branch / Direction: Dist. <i>ASD-W</i>	Date:
Address / Adresse: 135 Prospect St., Fredericton, NB B3B 3B9	Telephone / Téléphone: 506.453.5454

<p>1. Records / Documents:</p> <p>Schedule No. / N° du calendrier:</p> <p>Record Series Title / Titre de la série de document: Student Cumulative Records</p> <p>Number of Boxes / Nombre de boîtes:</p> <p>Dates of Records / Dates des documents:</p>
<p>2. Records / Documents:</p> <p>Schedule No. / N° du calendrier:</p> <p>Record Series Title / Titre de la série de document:</p> <p>Number of Boxes / Nombre de boîtes:</p> <p>Dates of Records / Dates des documents:</p>
<p>3. Records / Documents:</p> <p>Schedule No. / N° du calendrier:</p> <p>Record Series Title / Titre de la série de document:</p> <p>Number of Boxes / Nombre de boîtes:</p> <p>Dates of Records / Dates des documents:</p>

Please submit completed forms to /
Veuillez faire parvenir ce formulaire dûment rempli à l'adresse suivante:

Email / Courriel: records.centre@qnb.ca

Supply and Services / Approvisionnement et Services
Provincial Archives / Archives provinciales
Recorded Information Management / Gestion de l'information consignée

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