



File J1

STUDENT RECORDS (PUPIL FILES)

Every School Board must establish written procedures respecting the collection, storage, retrieval, and use of information respecting pupils. (PSA 42.1)

The Portage la Prairie School Division establishes the accompanying student records (Pupil Files) regulation in conformity to the provisions of the *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *Personal Health Information Act (PHIA)* respecting the collection, use, protection, retention, and disclosure of personal student information. In addition, the rules set out in the *Youth Criminal Justice Act (YCJA)* will be followed.

If a provision of the Freedom of Information and Protection of Privacy Act is inconsistent or in conflict with a provision of another enactment, the provisions of FIPPA prevail, unless the other enactment expressly provides that it applies despite FIPPA. [Freedom of Information and Protection of Privacy Act, 5(2)].

The school records forms for the collection, retention, and release of information about students within the School Division, shall be defined and designated as those forms presently in use, namely:

- i. Cumulative Record Folder (CRF)
- ii. Inserts to the CRF
- iii. Student Record Card (Student Academic Record Card) and those forms which may be developed and replace any or all of the above.

School Record forms and Release of Information forms for use in schools shall be approved by the Superintendent's Department. See J1-E