

Student Record Policy

Policy Release

The Department of Education and Early Childhood Development (EECD) is pleased to share the updated *Student Record Policy* which has been developed in consultation with the Public School Administrators Association of Nova Scotia (PSAANS) and in collaboration with staff from the Regional Centres for Education (RCEs) and the Conseil scolaire acadien provincial (CSAP). The *Student Record Policy* has been in effect since September 1, 2006.

The *Student Record Policy* applies to all schools in the Nova Scotia public education system. It outlines the roles, responsibilities, and requirements of RCEs and the CSAP in the management, retention, and disposal of a Student Record. It also defines what is included in the official Student Record.

Changes to the policy include:

- updating to align with the *Education Act* (2018) and the *Conseil scolaire acadien provincial Act* (2024)
- moving procedural elements into separate *Administrative Procedures for the Management of Student Record*
- clarifying roles and responsibilities for principals and school staff
- updating the list of information contained in a Student Record
- explicit inclusion of electronic records and greater alignment with the provincial Student Information System
- moving provisions about access to a Student Record under the authority of the *Provincial Privacy of Student Information Policy*
- clarifying the RCE's and the CSAP's authority for the legal, secure, and timely disposal of a Student Record

A new *Student Record Retention Schedule* has been developed to support consistent retention and disposal of student records across all RCEs and the CSAP. A guidance document providing updated information about access to a Student Record and other student data is also being developed to promote best practices across the school system. Both documents will be available at <https://www.ednet.ns.ca/policies>.

Policy and Information Release

This notice is intended for Regional Centres for Education (RCEs), Conseil scolaire acadien provincial (CSAP), and principals. Please convey to all staff for whom this information is relevant.

The updated policy is effective November 2025. RCEs and the CSAP will ensure staff in their region understand their role in implementing this updated policy.

We are committed to working with RCEs and the CSAP to ensure the policy is successfully implemented across the province.

Original signed by

Hon. Brendan Maguire

Minister of Education and Early Childhood Development