

Administrative Procedures for the Management of a Student Record

Procedure Type: Provincial ☒

Regional ☐

Effective Date: November 2025

1. Purpose

These administrative procedures outline how the *Student Record Policy* will be implemented in Regional Centres for Education (RCEs) and the Conseil scolaire acadien provincial (CSAP).

2. Definitions

parent: As defined in the *Education Act* (s. 3(p)), “includes a guardian and a person acting in *loco parentis* to a child.” *Loco parentis* refers to someone who is legally responsible for and has authority to make decisions for the child.

YCJA Record: The collection of student information that relates in whole, or in part, to the federal *Youth Criminal Justice Act* (YCJA), including services or programs within the criminal justice system, or other information that could identify the young person as being dealt with under the YCJA.

3. Administrative Procedures

Student Record Maintenance and Secure Storage

3.1 Types of Information Contained in a Student Record

3.1.1 The Student Record must contain the following:

- student’s legal name as registered under the *Vital Statistics Act*
- student’s date of birth
- student’s gender
- student’s provincial identification number assigned by the Department of Education and Early Childhood Development (EECD)
- attendance record
- dates of enrolment, transfer, withdrawal, and graduation
- identification of services provided by a school and/or an RCE/CSAP (e.g., transportation)
- record of academic progress and academic achievement (does not apply to pre-primary children)

3.1.2 The Student Record must also contain the following if identified, created, or received:

- pertinent medical information that directly affects the educational programming, health, and safety of the student
- self-identification information
- international/immigration information
- identification of Mi'kmaq Kina'matnewey (MK) Member Student¹
- custody information, including supporting documentation (e.g., court orders)
- early literacy support services
- Reading Recovery entry/exit dates, and exit status
- records related to incidents of unacceptable behaviour, including student suspension notices and letters
- planned destination after graduation (e.g., post-secondary program)
- records received from a student's previous school/educational program outside of the Nova Scotia Public School System
- Student Planning Team meeting notes
- individualized programming information
- documented adaptations (e.g., environmental, instructional, assessment)
- School Health Partnership records²
- psycho-educational assessment and speech-language assessment and evaluation reports conducted by the school system
- third-party information from an outside agency, government department, or professional services provider (recognized, but not employed, by RCEs/CSAP) such as the Department of Opportunities and Social Development (OSD), medical doctors, psychologists, mental health clinicians, occupational therapists, psychotherapists, social workers, or other service providers engaged with the informed consent of a parent as required
- restricted records (e.g., school counselling and SchoolsPlus records)
- student support worker records
- Youth Criminal Justice Act Record

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1. Should only include confirmation that the student is an MK Member Student funded through MK under the Mi'kmaq Education Agreement (An MK Member Student is currently identified in the Student Information System under "Student Funding Type"). Status cards or other information related to First Nations status should not be collected.
 2. Health professionals and other staff may record information that is not relevant to a student's Plan of Care. These records should not be included in the Student Record.

3.1.3 The Student Record may also contain the following:

- referrals, reports, informed parental consent forms, communication log with parent, and correspondence to and from an RCE/CSAP and outside service providers
- documentation supporting international/immigrant students
- identifiable photograph

3.2 Secure Storage

3.2.1 Electronic records will be held within an approved information system with safeguards and procedures to ensure the security of personal and private information and to maintain the integrity of the record. This would include using the Student Information System when possible, or using another approved system supported by the province or RCE/CSAP.

3.2.2 Paper records will be stored within the school in a secure location approved by the principal and must only be accessible to authorized staff.

3.2.3 Paper records that are no longer held by a specific school (e.g., school closure) will be stored in a secure location approved by the RCE/CSAP and must only be accessible to authorized staff.

3.3 Youth Criminal Justice Act (YCJA) Record

3.3.1 Upon receipt of documentation that links a student to the YCJA, its programs, or services, a YCJA Record is created immediately by the principal or receiving staff member. The existence of this record must not be disclosed to any individual who does not have authorized access (per the instructions on, or associated with, the record). The principal is responsible for compliance with the YCJA, including but not limited to securing the document and restricting access to the document to only the principal and/or as directed by a court order associated with the YCJA Record.

3.3.2 A YCJA Record must be kept in a secure location, separate from the rest of the Student Record. The principal is responsible for destroying, in a secure manner, the YCJA Record at the time indicated in the YCJA Record.

3.3.3 Unless specifically permitted otherwise by court order, the principal is not permitted to delegate any responsibilities related to a YCJA Record.

3.3.4 A YCJA Record should be retained and destroyed in accordance with provisions in the YCJA or a related court order. If the retention and destruction periods are not noted on the YCJA Record, the principal should consult with the Director of Correctional Services, Department of Justice.

Access to a Student Record

- 3.4 Access to personal information in a Student Record is considered on a “need to know” basis and is consistent with the FOIPOP Act, the YCJA, Personal Information International Disclosure Protection Act, and the Provincial Privacy of Student Information Policy.
- 3.5 Where access to records is provided in response to a request either through FOIPOP or directly through the school (including from a parent, student, or an outside organization such as police) the integrity of the records must be preserved, either by providing copies or providing access to the originals in a secure manner.
- 3.6 Where original records must be provided, such as upon receipt of a subpoena, a complete copy will be retained by the school until the original records are returned. Upon the return of the originals, any copy of the records should be destroyed in a secure manner.

Changes or Corrections to a Student Record

- 3.7 A student, parent, or school staff may request a change or correction to a Student Record in writing to the principal.
- 3.8 When a change or correction is received, one of the following will apply:
 - a. If the principal determines the Student Record, or part of the Student Record, is not accurate, the change is made, and a record of the change is kept in the Student Record.
 - b. If the principal determines the Student Record, or part of the Student Record, is accurate, no change is made, but a notation of the request is made in the Student Record.
- 3.9 Whether or not a request is made under section 3.9, if the principal determines that a Student Record, or part of a Student Record, is or has become inaccurate, the change is made, and a record of the change is kept in the Student Record.
- 3.10 Legal Changes to Student Name
 - a. Upon presentation of documentation of a legal name change (e.g., amended birth certificate, certificate of name change), the student’s record will be updated to reflect their new legal name in the Student Information System and on all future documentation.
 - b. Where applicable (e.g., new identity/Student Record required), the original Student Record must be stored in a separate, secure location that ensures confidentiality of the record. Access to this record can only be granted with the authorization of the Regional Executive Director/Superintendent.
- 3.11 Non-Legal Changes to Student Name
 - Any request for non-legal changes to a student name will follow applicable provincial policies and guidelines.

3.12 Appeal Procedure for Changes or Corrections to a Student Record

- 3.12.1 With respect to changes or corrections to a Student Record, a student, or their parent, may, in writing, refer the matter to the Regional Executive Director/Superintendent if they do not agree with the principal's decision.
- 3.12.2 The Regional Executive Director/Superintendent, or a designate, will request the Regional Education Officer review the request, make a decision according to this policy, and inform the participants accordingly.
- 3.12.3 In accordance with section 32 of the *Freedom of Information and Protection of Privacy (FOIPOP) Act*, if the individual is not satisfied with the decision, they should be advised in writing that they have the right to request a review of the decision by the Information and Privacy Commissioner (Review Officer) under the *FOIPOP Act* or they may appeal the decision to the Supreme Court of Nova Scotia.


Transfer of a Student Record

3.13 Requirements for All Transfers

- 3.13.1 The principal should ensure that the transfer of a Student Record between schools is made using a method that protects the confidentiality and integrity of the Student Record, such as a secure file transfer, sharing service, or a secure transportation method that can be tracked, with a guarantee of confidentiality and prompt delivery.
- 3.13.2 The principal must keep a log of the transfer of the Student Record to the other school, including:
 - the written request for the transfer
 - name(s) of person(s) involved in the transfer
 - the date of the transfer

3.14 Transfer Between Schools Within the Same RCE or Within CSAP

- 3.14.1 Electronic Student Record: When a student transfers to another school within the same RCE or within CSAP, the receiving school is provided access to the electronic Student Record.
- 3.14.2 Paper Student Record: If a paper Student Record exists, its transfer must be made completely and securely to the principal of the receiving school. The transferring school must keep a log of the transfer of the Student Record to the receiving school including:
 - the written request for the transfer
 - name(s) of person(s) involved in the transfer
 - the date of the transfer

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- 3.14.3 Year-End Paper Record Transfer to Feeder School: At the end of each school year, all paper records for students proceeding to a feeder school within the RCE/CSAP must be transferred completely and securely to the feeder school together with an inventory listing the students in alphabetical order. The transferring school must keep a log of the transfer of the records to the receiving school including:
- a copy of the inventory listing the students in alphabetical order
 - name(s) of person(s) involved in the transfer
 - the date of the transfer
- 3.15 Transfer to a Different RCE/CSAP (Within the Nova Scotia Public School System)
- 3.15.1 When a student transfers to another public school in a different RCE/CSAP, the Student Record is transferred completely and securely to the receiving school. If a student appears without a Student Record, or information is missing, it is the responsibility of the receiving school to contact the former school (if known) for this information.
- 3.16 Transfer out of the Nova Scotia Public School System
- 3.16.1 When a student transfers out of the Nova Scotia public school system, a records transfer form must be completed by the parent (if the student is under the age of 19), or the student (if the student is 19 years or older or deemed capable) before a copy of the Student Record may be transferred to the receiving school.
- 3.16.2 Once the records transfer form has been received, the transferring school should work with the receiving school to ensure that the Student Record is provided in a timely manner to support continuity of services. Priority should be given to information needed by the receiving school to enroll the student or for initial program planning, such as individualized programming information and adaptations.
- 3.16.3 Student transfers from a public school to a Mi'kmaw Kina'matnewey school will additionally follow procedures outlined in applicable agreements.
- 3.16.4 Electronic Student Record: A copy or printout of the electronic Student Record must be sent securely to a specific individual approved by the receiving school.
- 3.16.5 Paper Student Record: If a paper record exists, a copy or scan must be made and sent securely to a specific individual approved by the receiving school. Original records must be retained by the school according to the provincial *Student Records Retention Schedule*. The transferring school must keep a log of the transfer of the Student Record to the receiving school including:
- the written request for the transfer
 - name(s) of person(s) involved in the transfer
 - the date of the transfer

3.17 Transfer into the Nova Scotia Public School System

- 3.17.1 Any records received from a school/educational program outside the Nova Scotia public school system should be kept by the receiving school as part of the Student Record.

3.18 Transfer of Restricted Records

- 3.18.1 To protect the privacy of the student, restricted records must be transferred between school staff directly involved in their creation and/or use.
- 3.18.2 The principal must ensure that the staff responsible for restricted records are notified when a student is transferring to another school.
- 3.18.3 Restricted records must not be transferred out of the Nova Scotia public school system and access should only be authorized by law.

Accidental Loss or Destruction of a Student Record by a School or RCE/CSAP

3.19 In the event of accidental loss or destruction of a Student Record belonging to a student who is currently enrolled in a public school, the principal must:

- 3.19.1 Create a replacement Student Record as soon as reasonably possible.
- 3.19.2 Ensure that the student and their parent(s) receive notification of the loss of the Student Record in a timely manner.
- 3.19.3 Put a copy of the notification of the accidental loss or destruction provided to the parent(s) and student in the replacement Student Record.
- 3.19.4 In the event of accidental loss or destruction of a YCJA Record, immediately notify the Correctional Services Division of the Department of Justice so they can direct a course of action.
- 3.19.5 In the case of a former student (within 25 years of the student's graduation or departure from the school), and upon written request from the former student, create a replacement Student Record with information readily available from other sources. When providing the replacement copy to the student, include a written notification that the record is a replacement including the circumstances related to the loss or destruction.

3.20 Where an electronic record or a component of an electronic record is accidentally deleted, the information must be restored as soon as possible, using available information sources or backups where possible.

4. Related Documents

Student Records Retention Schedule

5. References

Canada. *Youth Criminal Justice Act*. S.C. 2002, c. 1. <https://laws-lois.justice.gc.ca/eng/acts/Y-1.5/>.

Nova Scotia. *Education Act*. S.N.S. 1995-1996, c. 1. <http://nslegislature.ca/legc/statutes/education.pdf>.

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