

# Student Record Policy

**Approval Date:** November 2025

**Effective Date:** November 2025

## 1. Policy Statement and Objective

The *Student Record Policy* defines the Student Record and provides expectations to support effective management and retention of the Student Record across the Nova Scotia public school system at all grade levels, including pre-primary.

The accompanying *Administrative Procedures for the Management of a Student Record* ("Administrative Procedures") provides detailed instruction for implementing this policy, ensuring that the management, retention, and destruction of a Student Record is conducted in a consistent, efficient, accurate, and accountable manner that supports the security and integrity of student information. All student personal information, regardless of whether it is part of the Student Record, is still subject to the *Provincial Privacy of Student Information Policy*.

This policy also defines the roles and responsibilities of the Department of Education and Early Childhood Development (EECD), Regional Centres for Education (RCEs), the Conseil scolaire acadien provincial (CSAP), and school staff in the management and retention of student records, including the legal, secure, and timely disposal of these records.

## 2. Definitions

**personal information:** Information about an identifiable person as defined in section 3(1)(i) of the *Freedom of Information and Protection of Privacy (FOIPOP) Act*.


**principal:** The principal of a public school under the jurisdiction of an RCE or the CSAP, or the vice principal to whom the principal has delegated duties in accordance with the *Education Act*.

**restricted records:** Information documenting counselling and support services (e.g., school counsellor and SchoolsPlus records).

**student:** Any student enrolled in the Nova Scotia public school program at any time, and for the purpose of this policy, includes children enrolled in the pre-primary program.

**Student Information System:** The information technology platform on which Student Records are updated and stored.

**Student Record:** As specified in section 3.1 of the *Administrative Procedures*, is considered the student's official record of educational programming and supports as they enter, proceed through, and leave the public school system. The Student Record is maintained by the school/RCE/CSAP. For clarity, a student record does not include all student personal information such as student portfolios, student assignments, primary students' screening tests, and informal notes (including log entries).



**Student Records Retention Schedule:** A document that governs the life cycle of the Student Record from creation to disposal. It provides comprehensive descriptions of types of student records to guide classification and effective records management in RCES and CSAP.

### 3. Guiding Principles


- 3.1 Effective management of a Student Record is essential in identifying, providing, and maintaining appropriate educational programming and supports for each student, and for the smooth transition of a student as they enter, proceed through, and leave, the Nova Scotia public school system.
- 3.2 Maintaining an accurate and up-to-date Student Record is critical to ensuring students, staff, and their families have the right information to support student success. The information collected and maintained in a Student Record is used to assist students, families, and educators through charting their educational progress, addressing educational issues of programming and placement, and in planning academic programs and careers.
- 3.3 The Student Record provides valuable data on students and the education system that supports research, planning, decision making, and evaluation.
- 3.4 Secure maintenance of a Student Record is required to protect the privacy of students and integrity of records.
- 3.5 A Student Record is most effectively managed when kept in a centralized and secure location, and when consistent procedures and practices are followed in the creation, identification, storage, retrieval, and disposal of each record.

### 4. Application

This policy applies to RCEs, CSAP, and all schools in the Nova Scotia public education system.

### 5. Policy Directives

- 5.1 A Student Record must be created upon a student enrolling in a public school.  
In accordance with the *Administrative Procedures*, a Student Record must contain required information that directly relates to educational programming and services for each school year of the student's schooling
- 5.2 A Student Record must be updated on an ongoing basis to reflect student progress and the services provided.
- 5.3 Changes or corrections to a Student Record must follow the process outlined in the *Administrative Procedures*.
- 5.4 A Student Record must be securely maintained to avoid unauthorized access, use, alteration, disclosure, or disposal.
- 5.5 A Student Record must be retained and disposed of according to the provincial *Student Records Retention Schedule*

- 
- 5.6 All transfers of a Student Record, within and outside of the Nova Scotia public school system, must be made using a method that protects the confidentiality and integrity of student records as outlined in the *Administrative Procedures*.
  - 5.7 Any privacy breach involving a Student Record, including the accidental loss or destruction of a Student Record, must be managed in accordance with section 3.16 of the *Administrative Procedures* as well as the RCE/CSAP privacy breach protocol.
  - 5.8 A Student Record must be managed in accordance with this policy and all relevant legislation, including, but not limited to the *Education Act*, the *Conseil scolaire acadien provincial Act*, the *Freedom of Information and Protection of Privacy Act*, and the *Youth Criminal Justice Act*.
  - 5.9 Relevant restricted records must be included in the Student Record and access is restricted in accordance with the *Provincial Privacy of Student Information Policy* and provincial guidance. Principals or other school staff not directly involved in their creation cannot access these records.
  - 5.10 The principal may assign tasks to school staff related to the management of a Student Record in accordance with provincial privacy policies and guidelines. The principal must ensure that all such staff have access to and are familiar with the provisions of this policy.

## 6. Roles and Responsibilities

### Department of Education and Early Childhood Development

- communicate this policy, the *Administrative Procedures*, and accompanying documentation to the RCEs and CSAP
- monitor the implementation of this policy, in collaboration with the RCEs and CSAP
- manage and maintain the Student Information System, including ensuring that it is secure and protects the integrity of student records for their entire lifecycle
- provide RCEs and CSAP with direction and guidance on the Student Information System where appropriate

### Regional Centres for Education and Conseil scolaire acadien provincial

- communicate the policy, the *Administrative Procedures*, and accompanying documentation to schools
- hold principals accountable for their responsibilities, in accordance with this policy
- provide training and guidance to principals and school staff concerning Student Record management consistent with this policy
- monitor the implementation of this policy in collaboration with EECD
- provide adequate storage for paper records and ensure the security of each Student Record held or maintained within the RCE and CSAP that are no longer held by a specific school (e.g., school closure)
- retain and dispose of Student Records in accordance with the *Student Records Retention Schedule*

## Principals

- ensure a Student Record is created upon enrolment and that each Student Record is maintained, up to date, and accurate.
- ensure all required information is included in the Student Record in accordance with the *Administrative Procedures*
- provide adequate storage for paper records and ensure the security of each Student Record held by their school
- manage the transfer of a Student Record to or from a school, within and out of the Nova Scotia public school system, in accordance with the *Administrative Procedures*
- retain Student Records in accordance with the *Student Records Retention Schedule*

## Teachers

- create and maintain accurate attendance records of students
- document student progress (through assessments and evaluations) as necessary, and other pertinent information as required
- ensure the security of each Student Record, or part of a Student Record, they access, update, or add to

## Support Staff

- document pertinent student information as required
- ensure the security of each Student Record, or part of a Student Record, they access, update, or add to

## Staff Responsible for Restricted Records

- ensure restricted records are accurate and up to date
- ensure transfer procedures are followed for restricted records, in accordance with the *Administrative Procedures*
- ensure the security of restricted records
- retain restricted records in accordance with the *Student Records Retention Schedule*

## 7. Procedures/Related Documents

*Administrative Procedures for the Management of a Student Record*

## 8. 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>.

— — —. *Conseil scolaire acadien provincial Act*. S.N.S. 2023, c. 10.  
<https://nslegislature.ca/sites/default/files/legc/statutes/csap%20EN.pdf>.

— — —. *Freedom of Information and Protection of Privacy Act*. S.N.S. 1993, c. 5. <https://nslegislature.ca/sites/default/files/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>.

— — —. *Freedom of Information and Protection of Privacy Act Regulations*. N.S. Reg. 105/94.  
<https://www.novascotia.ca/just/Regulations/regs/foiregs.htm>.

— — —. *Ministerial CSAP Act Regulations*. N.S. Reg. 175/2024.  
<https://www.novascotia.ca/just/Regulations/regs/csapmin.htm>.

— — —. *Ministerial Education Act Regulations*. N.S. Reg. 59/2018.  
<https://novascotia.ca/just/regulations/regs/edmin.htm>.

Nova Scotia Department of Education and Early Childhood Development. 2025. *Administrative Procedures for the Management of a Student Record*. Halifax, NS: Province of Nova Scotia.  
<https://www.ednet.ns.ca/policies>.

— — —. 2016. *Provincial Privacy of Student Information Policy*. Halifax, NS: Province of Nova Scotia. [privacyofstudentinformationpolicy.pdf](#).