

Appendix A - STUDENT RECORDS LIST

The Education Act specifies that there will be one cumulative file for each student. This file consist of mandatory and supplementary student records.

The Mandated Student Records List provides categories of records (e.g. Administration, Identity, Discipline, Custody, Individual Program Plans, etc.) established by the Ministry of Education and the list of required documents to be included in the digital Student Records in PASI. **See Mandated Student Records List in the Knowledge Centre.**

Schools create and keep a large amount of student information but not all information goes into the mandated Student Record. The Supplemental Student Records List provides direction for student information that is stored outside of the mandated Student Records (established by the Student Record Regulation). Schools have a strategy for storing this information using endorsed repositories and the Division's Retention Schedule (AP 185 – Appendix A – Records Retention Schedule). **See Supplementary Student Records List in the Knowledge Centre.**

These lists will be reviewed, revised and updated based on guidance provided by the Government of Alberta and senior leadership review by Black Gold School Division. It will change as practices change. The most current version will be accessible from the Division's Knowledge Centre.