



#5.32 - Policies - October 1991

## THE CALGARY JEWISH ACADEMY

### STUDENT RECORD POLICY

APPROVED: MONDAY, MARCH 11, 1991

Amended: November 25, 2019

1. The Executive of The Calgary Jewish Academy shall ensure that a record is maintained for each student Nursery through grade 9 containing all information required by Student Record Regulation A. R. 97/2019.
2. This record shall be kept in a form devised by The Calgary Jewish Academy.
3. The record shall be transferred to another Alberta school jurisdiction upon receipt of a written request from that jurisdiction.
4. Should the student transfer to a school outside Alberta, or should no request for the forwarding of a record be received, The Calgary Jewish Academy shall keep a copy of the student's record for seven years after that student could have been expected to complete grade 12.
5. In the summer letter, parents shall be informed of their right to view their child's records in the presence of an appropriate school official.
6. The school adapts and endorses the confidentiality provisions in Student Record Regulation A. R. 297/2019.