

Policy # 5.32

STUDENT RECORD POLICY

Approved: March 11, 1991

Amended: November 25, 2019

Amended: March 15, 2020

Amended: December 06, 2022

POLICY

The management of student records and information is an important legal component of the educational process. The CJA Student Record Policy and Regulations follows the Education Act, Student Record Regulation 97/2019 and Alberta PIPA Legislation in meeting this legal obligation.

REGULATIONS

1. 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 and Alberta PIPA (Personal Information Protection Act) Legislation.
2. This record shall be managed and kept in a form devised by The Calgary Jewish Academy, including the management and compliance with information that is NOT to be included in a student record by Student Record Regulation A.R. 97/2019.
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 which time a student can reasonably be expected to have completed grade 12.
5. Parents shall be informed of their right to view their child's records in the presence of an appropriate school official.
6. The school adopts and endorses the confidentiality provisions in Student Record Regulation A.R. 297/2019 and in PIPA Legislation.



PASI Knowledge Base

The Calgary Jewish Academy is a user of the PASI student record keeping program. PASI (Provincial Approach to Student Information) program has established a province wide system that is:

- repository of student information
- online in real time
- shared information system between users who require information including: students, parents, schools, school authorities and Alberta Education