
POLICY TITLE:	STUDENT RECORD KEEPING
YEAR OF PUBLICATION:	2006
IDENTIFIER:	SRK200610
LEGISLATION:	<i>Education Act 2004</i> <i>Territory Records Act 2002</i> <i>Health Records (Privacy and Access) Act 1997</i> <i>Privacy Act 1988</i> <i>Freedom of Information Act 1989</i>

1. Policy Statement

- 1.1 All schools and preschools are required to maintain official records for each student.
- 1.2 The Non-Government Education Section is required to maintain official records for Home Education students.

2. Rationale

- 2.1 This policy aims to ensure that the Education and Training Directorate meets legislative requirements for the establishment and maintenance of full and accurate records of students enrolled in government schools and preschools.
- 2.2 Directorate officers need to be aware of their responsibilities to establish, maintain and provide access to records in accordance with legislative requirements.

3. Definitions

Student:

An individual who is enrolled in a government school or is registered with the Education and Training Directorate for Home Education.

Record:

Information made, received, and maintained as evidence and information by an agency or person, in pursuance of legal obligations or in the transaction of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be written, electronic or any other form.

Student records:

Those records directly related to a student and maintained by the school or preschool or the Non-Government Education Section. There may also be student records held in other areas of the Directorate.

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4. Procedures

4.1 Enrolment and Attendance records

- 4.1.1 Each student will be allocated a unique identification number on enrolment in a school or registration for home education. The identifying number will remain the same throughout the child's education, even when the child changes schools, moves between the government and non-government sectors or is home educated at any point.
- 4.1.2 An accurate daily attendance register must be kept for every student in a form approved by the Directorate.
- 4.1.3 A computer printout of the class list, that includes the ages and home addresses of students and their identification numbers, may be used to eliminate manual entry of these details on daily attendance registers.

4.2 Records Disposal Schedule

- 4.2.1 Under the *Territory Records Act 2002*, disposal of education-specific records must be in accordance with provisions set out in the Directorate's Records Disposal Schedule, which is still to be developed.
- 4.2.2 In the meantime, all education-specific records (e.g. student records, school counsellors' records, Preschool Registration Forms) must be kept until the disposal schedule is developed and implemented across the Directorate.

4.3 Student Record Folders

- 4.3.1 A Student Record Folder should be issued for each new preschool, primary school, high school, secondary college student and each registered or provisionally registered Home Education child.
- 4.3.2 This folder should remain the same from preschool or Kindergarten to Year 12 for the collection of that student's records.
- 4.3.3 Occasionally a student will be concurrently enrolled part-time at a government school and provisionally registered/registered for Home Education. In this case, the administrator of the student's additional enrolment/registration will create a second part of that student's Student Record Folder and mark it "Part 2 - [location]". If the student later returns to full-time enrolment/registration at one location, the additional part will be forwarded to that location.

4.4 Contents of a Student Record Folder

- 4.4.1 The school, or the Non-Government Education Section in the case of home educated students, is responsible for recording the following information on or in the Student Record Folder:
 - the student's current address and telephone number
 - siblings
 - records of schools attended
 - indicators of records held by the school counsellor
 - relevant medical information
 - custody arrangements
 - relevant court orders.

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4.4.2 The following documents should also be placed on the Student Record Folder:

- A copy of each student's school attendance for each school term
- Documents showing educational progress, including a report card and statement of assessment (reported to parents at least twice annually)
- Correspondence with parents.

4.4.3 All record cards relating to an individual student must be put inside the Student Record Folder.

4.4.4 School based and school developed forms may be included in the Student Record Folder.

4.4.5 The principal is responsible for the development, maintenance and currency of Student Record Folders. All records written on or contained in the folder should be checked and updated at least once every year.

4.5 Transfer of Student Record Folders

4.5.1 The principal is responsible for the transfer of Student Records Folders when a student moves between Government schools.

4.5.2 If a student is registered for Home Education after being enrolled at a Government school, the student's Student Record Folder will be requested from the school by the Manager, Non-Government Education Section, and should be forwarded to that section.

4.5.3 Student Record Folders are not to be sent to non government schools or to other systems. This does not apply to Home Educated students (see 4.5.2). See 4.8 for information on archiving Student Record Folders.

4.5.4 For those preschool students who do not proceed to an ACT government school, the Preschool Registration Form should be included in the Student Record Folder, and the Folder should be forwarded to the Central Office.

4.6 Access to Student Record Folders

4.6.1 Access to Student Record Folders should be limited to relevant Directorate personnel, parents or guardians, and, in high schools and secondary colleges, the students themselves.

4.6.2 Safeguards apply for the appropriate collection, disclosure, protection and disposal of such information. Different circumstances may arise e.g. requests for disclosure of information from AFP, Centrelink, OCYFS or Subpoenas. Advice is available from the Legal Liaison section or from the SLIM Module: Privacy, available on "index" at <https://136.153.10.102/spp/slim.htm>

4.6.3 Access to health records sought by parents, carers or students should be provided through a school counsellor, senior counsellor or the Manager Student Counselling and Welfare if the record is a counselling record, or through the school principal if it is a record kept by other school staff.

4.7 Dispute about contents of a Student Record Folder

4.7.1 Parents, carers and, at the high school and college levels, the students, have a right to challenge the contents of Student Record Folders where there is disagreement

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with information contained in the records, or a belief that certain information may prejudice the student's progress at another school.

- 4.7.2 The Directorate reserves the right to make a final decision on such a matter, if necessary, and no officer employed by the Directorate has the individual right to remove permanently any material or matters specified above as being mandatory contained in, or on, the Student Record Folder.

4.8 Archiving of Student Record Folders

- 4.8.1 When students complete their final level of schooling or leave the ACT Government school system, the Student Record Folder should be retained at the school for two years. After two years the file should be forwarded to the Fyshwick Annex for archiving.
- 4.8.2 Files should be placed in archive box type AB 101 which is available from the Fyshwick Annex. When packing Student Record folders for archiving, schools should ensure all Student Records are classified by their year of birth and sorted alphabetically.

4.9 Other student records

- 4.9.1 School Counsellors' records and student records kept in schools are confidential and should be securely stored. Counsellors' records should be transferred from counsellor to counsellor, with the counsellor informing the principal of receipt of record and providing information to the principal regarding any data relevant to the student's current placement and educational program.
- 4.9.2 Health records, as with all personal records held in schools, need to be securely stored.
- 4.9.3 Each school may develop its own procedures relating to other student records, e.g. spelling tests, which may be kept for short term assessment, administrative or programming purposes.

Policy Owner: Director, Information, Communications and Governance

Related policies: *Enrolment and Attendance*
Student Transfer Register
Access to Student Records
Home Education Procedures and Guidelines

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