

REQUEST FOR AN OFFICIAL STUDENT RECORD

Background

When a student or child registers in a school, an official student record (OSR) is started. The OSR record is a provincial record that may be transferred to another board within Alberta as per the Student Record Regulation. If the student leaves the province their record is requested by the receiving school. If a student comes from another province their record is requested from the last school attended and added to the file started when the student registered in Alberta.

Definitions

Official Student Record (OSR) for a student or child must contain all the information affecting the decisions made about the education of the student or child that is collected or maintained by a Board regardless of the manner in which the student record is maintained or stored.

Procedures

1. This Administrative Procedure applies to records contained in the OSR as per the Student Record Regulation.
2. In the case of a person requesting their own OSR, a formal FOIP request is not required but the release of these records is subject to FOIP.
 - a. A person requesting their own OSR must put the request in writing and provide proof of identity or enter the request via Alberta Student Link in PASI.
 - b. The request is to be submitted to the Records Management Coordinator at Central Operations, unless requested via Alberta Student Link in PASI.
 - c. OSRs requested via Alberta Student Link in PASI are processed by the Records Management Coordinator at Central Operations.
 - d. OSRs collected as per the FOIP and Student Records Regulations will then be released in a timely manner to the individual making the request.

Adopted/Revised: MAR 2021

Reference: FOIP Act
Student Record Regulation