



Turtle River School Division - Administrative Procedure

Section B – School Administration

Access to Student Records

Access to a student's record, without the written consent of the student (if 18 years of age or older) or without the consent of the parent or guardian (if the student is under 18 years of age) is restricted to the following individuals:

1. Superintendent
2. Principals
3. Teachers, counselors, resource teachers and special services personnel assigned to the student by the principal.
4. Research personnel approved by the Turtle River School Division to conduct research.
5. Officers of the Court, acting under a duly executed court order, addressed to the principal of the respective school.

Access to a student's record, with written consent from the student (if 18 years of age or older), or from the parent or guardian (if the student is under 18 years of age) may be granted to:

1. Courts, when no court order has been presented to the school principal.
2. Probation officers and police officers.
3. Parents or guardians (if the student is under 18 years of age).
4. Post-secondary institutions.
5. Prospective employers.
6. Social Agencies.

When written consent is provided, access shall be limited to the record or portions specified in the consent. If deemed in the student's best interest by the principal, access may be provided only in the presence of the principal, teacher or counselor. No record shall be altered or removed.

Each time a file has been reviewed a note must be placed in the file indicating:

- The reason for the review,
- The date of the review,
- The names of all individuals present ,and
- Signatures of both the viewer and the supervising staff member.

Parent Access to Standardized Tests

Parents have the right to view their child's cumulative file, including standardized test results. Test results shall be explained to parents upon request. To view these results, parents must schedule an appointment with the school.

Board Informed:	Last Reviewed:	Last Revision:
February 11, 2025		



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Schools shall include a note on the student's report card indicating that standardized test results are available and can be viewed upon request.

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