



RMP04 – Student Records Procedure

1. Purpose

- 1.1 The purpose of this procedure is to ensure that the Directorate meets legislative requirements for the establishment and maintenance of full and accurate records of students enrolled in ACT Public (government) Schools.

2. Scope

- 2.1 The procedure applies to inwards and outwards paper and electronic student records that need to be formally managed as a collection within a file cover or electronic folder.

3. Responsibilities

- 3.1 The principal is responsible for:
- > the development, maintenance and currency of student record files
 - > the transfer of files to other ACT public schools
 - > the transfer of files to the Records Management Section (RMS) after retention in the school is no longer required.

4. References

- > [Territory Records Act 2002](#)
- > [Education Act 2004](#)
- > The Directorate's [Records Management Policy](#)
- > [Education Participation \(Enrolment and Attendance\) Policy](#)
- > [Access to Student Records Policy](#)
- > [Access to Student Records Guidelines](#)
- > The Directorate's [Functional Thesaurus](#)
- > The Directorate's [Records Disposal Schedule](#)
- > The Territory Records Office – [Records Disposal Schedule](#) – For preserving records containing information that may allow people to establish links with their Aboriginal and Torres Strait Islander heritage.
- > Procedure [RMP01 - Titling Files](#)
- > Procedure [RMP02 - Making and Capturing Records](#)
- > Procedure [RMP05 - Record Security](#)
- > Procedure [RMP06 - Locating and Moving Records](#)
- > Procedure [RMP07 - Storing Records](#)
- > Procedure [RMP10 - Retention and Disposal of Records](#)

5. Rationale

- 5.1 All schools are required to maintain official records for each student.
- 5.2 Under Section 139 of the [Education Act 2004](#), the Directorate must keep a register of children registered for home education. The Liaison Unit maintains an electronic database of home education students and a file for each child registered.

6. Operational Instructions

6.1 Enrolment and Attendance

- 6.1.1 Each student is allocated a unique identification number (sometimes referred to as the central or student ID number) on enrolment in a school, or registration for home education. The identifying number should 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.
- 6.1.2 An accurate daily attendance register must be kept for every student in each primary school, high school and secondary college in a form approved by the Directorate.
- 6.1.3 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.

6.2 Records Disposal Schedules

- 6.2.1 Under the [Territory Records Act 2002](#), disposal of all records, including those that are education-specific, must be in accordance with provisions set out in the Directorate's Records Disposal Schedules.
- 6.2.2 Disposal of records must be managed by the Directorate's Records Management Section (RMS) as outlined in Procedure [RMP10- Retention and Disposal of Records](#).
- 6.2.3 Any records containing information that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage must be preserved. This applies to records in any format, including electronic records.

6.3 Student Record Files (School)

- 6.3.1 When a student is first enrolled at a school, the school will register this document as their first record, and a student file must be created.
- 6.3.2 A file request must be submitted to the RMS for registration and creation. This is usually referred to as the student record and is titled in the following way:
 - > STUDENT MANAGEMENT – Case Management – SURNAME First Names
- 6.3.3 A student record file should be created for each new preschool, primary school, high school, secondary college student and for each ACT resident student, registered for home education.
- 6.3.4 The student file will follow the child throughout their public school life, regardless of which public school they attend in the ACT. As the student progresses through their education, there may be a need to create other student records.

6.4 Contents of a Student Record File (School)

6.4.1 The school is responsible for recording on or in the student record file:

- > the student's personal details including current address, telephone number and siblings
- > enrolment, transfer notes including records of schools attended and administration forms
- > indicators of any records held by the school counsellor
- > relevant medical information, including personal treatment plans
- > copies of incident reports
- > custody arrangements and/or relevant court orders
- > records of suspension and/or disciplinary action
- > a copy of each student's school attendance for each term, including absence notes
- > documents showing educational progress, examination and test results, including report cards and statements of assessment (reported to parents at least twice annually)
- > correspondence with parents
- > religious instruction forms

Individual student records do not necessarily have to contain all of the above nor is the above list exhaustive of the types of information student records may contain.

6.4.2 School based and school developed forms may be included in the student record file.

6.4.3 All files should be updated at least once a year.

6.5 Student Record Files (Home Educated)

6.5.1 When requesting a new file for a Home Education student, the title should be as follows:

- > STUDENT MANAGEMENT – Case Management – Home Education – SURNAME First Name

6.5.2 On the [File Action Request form](#), enter the student's central/student identification number in the *Notes/Instructions* section at the bottom of the page.

6.5.3 The Liaison Unit is responsible for recording on or in the student record file of a student registered for home education:

- > the student's personal details including, current address, telephone number and siblings
- > records of schools attended
- > indicators of any records held by the school counsellor
- > relevant medical information
- > custody arrangements and/or relevant court orders
- > correspondence with parents

6.6 Transferring Records

6.6.1 Student Records should follow the child and be transferred from preschool to primary to high and to secondary colleges while the student is in the ACT public school system.

6.6.2 When a student registered for home education transfers to a school, the home education student file is to be forwarded the RMS for archiving.

6.6.3 Before transferring the student record file, **it is the relinquishing school's responsibility** to ensure that:

- > the student record file is registered before transferring
- > the RMS has been notified of the transfer

6.6.4 Student record files held at schools should be returned to the RMS when a student leaves the ACT government school system or registers for home education.

6.6.5 For those preschool students who do not proceed to an ACT public school, the student record file should be forwarded to the RMS for archiving.

6.6.6 Directorate files are not to be sent to non-government schools, other school systems or interstate schools. They are the property of the ACT Government.

6.7 **Access to Student Record Files**

6.7.1 Parents and students can request access to records held by a school or by the Directorate and can request amendments where they believe the record is incorrect, out of date, incomplete or misleading. In general, a student's parents are able to obtain access to their child's records, at least until the child turns 18. This will always depend on the particular circumstances surrounding the request for access.

6.7.2 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, Community Services Directorate or Subpoenas. Advice is available from the [Governance and Legal Liaison Section](#).

6.7.3 Access to health records on a routine basis sought by parents, carers or students should be provided through staff within the Student Counselling and Welfare Section if the record is a counselling record. If it is a record kept by other school staff access must be sought through the school principal.

6.7.4 For detailed information regarding the collection of and access to student and student related information refer to the [Access to Student Records Guidelines](#).

6.8 **Archiving of Student Record Files**

6.8.1 When students complete their final level of schooling and leave the ACT public school system, the Student Record File should only be retained at the school until it is no longer required.

6.8.2 Files no longer required should be forwarded to the RMS for 'put away' into archiving.

6.8.3 Files should be placed in archive boxes according to the student's year of birth and in alphabetical order within each year of birth. Archive boxes can be ordered from the RMS by sending an email to ED-RecordsManagement@act.gov.au.

6.9 **Storing Student Records**

6.9.1 All student record files contain sensitive information of a personal nature and should be stored securely. Some of these records may also have 'Limited Access' applied e.g. Counselling Records, requiring the requestor to have certain permissions to be able to access the student record file.

7. Document Administration

7.1 Metadata

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