

## Administrative Procedure 321 - Student Information Sharing

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### Background

The Division believes that the necessity for improved information sharing between student, personnel and relevant Division employees is of considerable importance in order to ensure the safety of all students and staff, as well as to enable school personnel to assist with rehabilitation through partnership with various social services agencies

### Procedures

1. Where Alberta Justice or any other government representatives is requesting access to student information, such requests will be provided in writing in accordance with the *Freedom of Information and Protection of Privacy Act* and processed by the Secretary-Treasurer, in consultation with the school principal and where applicable the Director of Inclusive Services.
2. The exchange of information from Alberta Justice youth workers is delegated to the Principal. It is recognized that there are circumstances under which the Director of Inclusive Services may also need to be directly involved.
3. Initial disclosure of the information shall be made by the Alberta Justice youth worker to the Principal.
4. Youth workers employed or contracted by Alberta Justice may normally only provide written or oral information regarding a young offender to the Principal of the appropriate school(s) for the following reasons:
  - 4.1 Preparation of a Disposition Report
  - 4.2 Compliance with a Youth Court Order
  - 4.3 Safety of staff, students or other persons
5. Preparation of a school report shall only be prepared under the direction of and the signature of the Principal.
6. Subsequent disclosure of information shall only be done when necessary to prepare a court report, ensure compliance with a youth court order, or ensure the safety of staff, students and other persons. Only school staff who "need to know" are to be informed of the young person's status.
7. Any requests for information on the young offender is to be directed to the youth worker in writing, by the Principal.

8. All information received by the Division and the Principal shall be kept confidential. Files are to be kept separately from the student record and accessible only by designated school personnel.
9. When the information is no longer relevant, the Principal shall be responsible for its proper destruction.
10. Principals must inform youth workers whenever a young offender, about whom they received information, transfers to another school. Once the transfer has taken place, the information on the young offender shall be destroyed immediately.
11. Disputes will be resolved by the Superintendent and senior Youth Criminal Justice personnel.

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Reference: Section 3, 4, 7, 8, 9, 11,14, 16, 17, 20, 31, 32, 33, 52, 53, 56, 196, 197, 222  
Education Act  
Student Records Regulation 97/2019  
Youth Justice Act  
Section 125, Youth Criminal Justice Act  
Information Sharing Protocol, Young Persons with Status under the Youth  
Criminal Justice Act  
The Need to Know, A Guide for Timely and Ongoing Information Sharing  
Between School Officials and Justice System Personnel (The Canadian  
School Boards Association, 2003)

Effective: 1998-01-08

Amended: 2022-01-01