



TIWI COLLEGE



Student Records Policy

Rationale:

In order to care and teach our students well, we must ensure we have all information regarding them and their immediate caregivers “on hand”.

As our student cohort may at some stage need to leave us and attend other schools for a variety of cultural reasons, Tiwi College Policy in this area will be that of NTDET policy as much as possible. Our planning has reasoned that we must presume that all students at some stage will move to a NTDET school and we will attempt to keep identical records, for the best possible outcomes of the young Tiwi in our care.

Implementation:

- Student records are the property of the Tiwi Education Board and maintained for educational purposes. They should only contain factual material concerning the student.
- Some records may concern matters of testing and assessment that may be liable to misinterpretation by non-professional persons. These should only be disclosed by a staff member able to provide appropriate advice and counselling and who is competent to interpret the results.
- The Principal should exercise judgement in the release of student information to parents and consult relevant TEB members for advice.
- In the case of adult school students no information should be made available to parents without the approval of the student concerned.

Retention of student information

- Student Record Folders contain the following essential items that are to be maintained for all students in NT schools
 - personal details, including age and gender
 - student UPN - the unique pupil number assigned to the student through the Student Administration and Management System (SAMS)
 - examination and test results
 - reports on student progress
 - guidance officers’ reports
 - school counsellors’ reports
 - correspondence to/from parents
 - accident reports
 - enrolment forms
 - student update forms
 - absence notes
 - records of suspension
 - disciplinary records
 - transfer notes
 - permissions forms eg internet, photos
 - medication details if applicable



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- Records are to be retained in institutions for prescribed periods, depending on circumstances.
- If the student ceases NT schooling, the file is retained until the student reaches twenty-one years of age or seven years after leaving, whichever is longer.
- The transfer of documentation is the responsibility of individual schools, in line with these guidelines.
- Requests for copies of the guidelines and any further inquiries in relation to transfers to Archives can be directed to the officer in charge of the Records Management Unit and/or NT Archives Services.

Transfer of records of student progress

- When a student transfers from Tiwi College to another within the Northern Territory, records of the student's attainment in relation to outcomes from the NT Curriculum Framework or relevant NT Certificate of Education courses must be forwarded to the new school.
- The Student Record Folder is to be the place where all pertinent information on the student is kept.
- A request for the Student Record Folder may come from differing sources and will require different responses.
- As soon as Tiwi College is notified that the student has enrolled in a new school, it is the responsibility of the Principal to ensure that relevant details of the Student Record Folder are forwarded to the new school.
- The Principal should ensure that the Student Record Folder does not contain information that might constitute a breach of confidentiality in relation to staff or other third parties. However, information that may prove important at some time in the future should not be removed.
- Tiwi College will also use the school to school transfer process of SAMS as soon as possible after notification is received.

Policy adapted from NTDET "Student Record Keeping Policy"