

**C. General School Administration**  
**Policy C-201: Access to Information**  
**Policy**

The Charter Board will manage information in such a way that supports providing the public with open access while, at the same time protecting the personal privacy of the individual. The Superintendent and Principal are responsible for the administration of this policy.

**Guidelines**

1. The Principal will ensure that student records are complete, properly secured and stored in the student record file.
2. The Student record file must be updated annually.
3. The Student record file is a confidential document. It may be reviewed by:
  - a) The parent or guardian
  - b) The Child's teacher and school administrators.
  - c) External consultants or third-party service providers (eg: FCSS liaison workers or AHS counselors) working with the child by written permission of parents or guardians.
4. The Superintendent is designated as the Head for the purpose of the Freedom of Information and Protections of Privacy Act and is responsible for ensuring the Charter Board complies with the provisions of the Act.
5. The Principal is designated as the FOIP Coordinator and shall establish procedures and practices to ensure appropriate administration of the legislation.

*Approved (C-201): August 26, 2008*  
*Revised: September 30, 2013*  
*Due for Revision: September 2018*  
*Legal Reference: Freedom of Information and Protection of Privacy Act*