



Our Lady of Good Counsel School
10504 - 139th Street Surrey, B.C. V3T 4L5
Phone: 604-581-3154 **Fax:** 604-588-1633
Email: olcoffice@shaw.ca **website:** olgcschool.ca

OLGC School Permanent Student Records Retention Policy

OLGC School will retain student's Permanent Student Record (PSR) cards until another school requests the PSR or for 55 years after a student has withdrawn and not enrolled in another K-12 school, or graduated from the school.

Permanent Student Records are stored securely in our school's locked Fire Safe cabinets located in our upper school administration office so as to preserve them from calamity (fire, flood, etc.) and to protect personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks.

If a student withdraws from OLGC School and enrolls in another K-12 educational institution, the "school", upon request from the enrolling K-12 educational institution, will transfer the PSR and any additional student record items agreed upon by administration staff at the school and parents/guardians. Additional student record items are not considered part of the transferable Permanent Student Record and may be returned to students, disposed of, or retained in agreement between student, parent and school administration.

Retention of personal records will be kept up to one year once departing OLGC School by choice or by moving on to high school.