



Island  
Catholic  
Schools

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## Permanent Student Record

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April 2016 v1.1

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## 1.0 What is a PSR Card

In accordance with ministerial, a Permanent Student Record is required for each student enrolled or registered in the British Columbia public and Independent education system.

The purpose of the Permanent Student Record is to document the history of a student's education program. The Permanent Student Record must be retained by school districts for 55 years after a student has withdrawn or graduated from school and stored according to school district policy.

The Permanent Student Record consists of the following **two** parts:

1. **Form 1704**, (PSR CARD)and
2. A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) **or**: an official copy of the Transcript of Grades.

Information should be updated as it changes and the student progresses through the British Columbia school system. School district policy will determine who is responsible for updating Permanent Student Record form 1704.

Data for Permanent Student Record Form 1704 may be **stored in electronic and/or paper format**. (Suggestion make a PSR file for your school and save on your server, pull an annual report and only print only the cards of graduating, or withdrawn students and save the rest in your computer file)

If Permanent Student Record Form 1704 data are stored in electronic format:

- The electronic format must be Ministry certified.
- The school must be capable of recreating the data in case of a system failure.
- Printouts must represent the fields in the same order as on the form.
- Printouts should read as one of the following:  
\*\*Copy Only---Master resident at school\*\*,  
\*\*Obsolete Copy---Record Transferred\*\*, or  
\*\*Master Copy---Do Not Destroy\*\*.
- Printouts should clearly display the date and time of production, and the school and system from which they have been produced.
- The form must be printed and stored when the student leaves the British Columbia school system.

## 2.0 STUDENT RECORD INCLUSIONS

Inclusions are documents (or copies of documents) that are used to help plan or support the individual student's education program. Not all students will have inclusions. Documents listed as inclusions are kept in the student file and will be transferred if the student moves to another school. For all inclusions list the document date, title, and expiry date or date rescinded (if applicable). If the space for inclusions becomes full, it may be necessary to create a second portion and tape it to the form for future additions.

The following inclusions must be listed on the PSR form:

- Health services information as indicated by a medical alert.
- Support services information (e.g., psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities).
- Court orders as indicated by the legal alert.
- Other legal documents e.g., name change or immigration document.
- Notification that a student is on an Individual Education Plan (IEP)
- Notification that a student is registered as a Home Schooler.

The following inclusions may be listed on the PSR form:

- Records of information which an educator deems relevant to the educational program of the student.
- Award information (Ministry awards information must include year, date, and serial number).

Student Progress Reports and Student Learning Plans are also kept in the student file but are **not** to be listed on the PSR form in the inclusion section.

### 2.1.1 Entering Inclusions

- **School View > Student Top Tab > Transaction Side Tab > Inclusions Sub Tab**
- You **MUST** start the inclusion type with the word inclusion otherwise it will not list on your PSR Card

The screenshot shows the MyEducationBC interface for St Patrick's Elementary School 2015-2016. The 'Student' tab is selected, and the 'Inclusions' sub-tab is active. The form contains the following data:

Inclusion date *	6/15/2016
Expiry Date	6/30/2016
Inclusion type *	Inclusion 01
School year *	2009
PSR Comment	IEP on file to be reviewed annually

Ministry of Education  
**PERMANENT STUDENT RECORD**

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<input type="checkbox"/>	MEDICAL ALERT
<input type="checkbox"/>	LEGAL ALERT

STUDENT INFORMATION					P.E.N.	
LEGAL FAMILY NAME Smith		LEGAL FIRST NAME		LEGAL MIDDLE NAME(S)		
LEGAL FAMILY NAME (Preferred)		LEGAL FIRST NAME (Preferred)		LEGAL MIDDLE NAME(S) (Preferred)		
GENDER <input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE		BIRTHDATE (DD-MON-YYYY) 21-Jun-2007	BIRTH COUNTRY Canada	INITIAL ENTRY FROM First Time Entry		VERIFICATION Birth Certificate
RECORD OF SCHOOLING						
MINICODE	DISTRICT/SCHOOL NAME	ENTRY		EXIT		
		GRADE	ADMIT DATE	GRADE	WOR DATE	REASON
6196166	000 - St. Patrick's Elementary School	KF	01-Sep-2013			
STUDENT RECORD INCLUSIONS						
DATE DD-MON-YYYY	DESCRIPTION AND DOCUMENTATION					EXPIRY DATE DD-MON-YYYY
	Medical Condition Exists - please see student file					
	Legal document on file that impact student					
07-Jul-2016	IEP on file to be reviewed annually					30-Jul-2016
16-Jun-2016	IEP on file to be reviewed annually					30-Jun-2016
ACHIEVEMENT/ATTENDANCE RECORD						

### 3.0 Medical Alert

#### MEDICAL ALERT

Indicate when a Medical Alert is in effect:

- You may use a removable sticker or pencil check for paper format.
- List the medical alert and the expiry date (if applicable) under the Student Record Inclusions section.
- Attach an emergency procedure plan (if applicable).
- The following medical alert conditions should be entered:
  - diabetes
  - epilepsy with a history of seizures in the past two years
  - allergy (only those which produce an anaphylactic type response, needing hospitalization and/or adrenaline at once by school staff) See Anaphylaxis Protection Order M232/07
  - blood clotting disorders
  - serious heart conditions

Any other condition which may require emergency care may be added after consultation with the senior public Health Nurse, supervisor, or Medical Health Officer.


Situations that may interfere with student performance, health or behaviour should be included; i.e., hearing aids, medication prescribed by the doctor (asthma, hyperactivity), cerebral palsy, cystic fibrosis.

Students in Kindergarten to Grade 3 with **severe** allergies to substances found in the school environment that require preventive and/or treatment action by school staff should be included.

- If the student is promoted or demoted to a different year of graduation.
- A student is associated with another school.

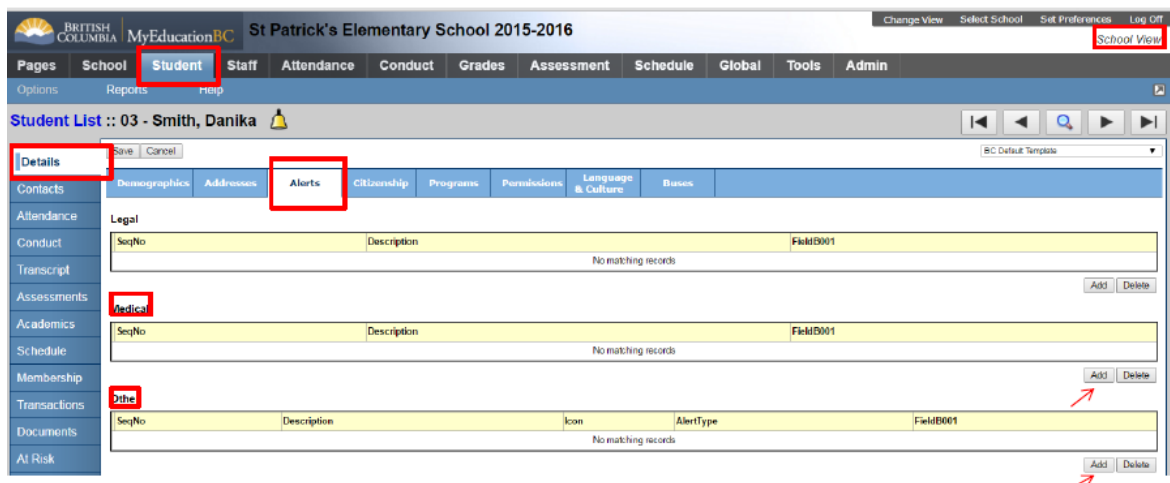
The following sections will instruct how to admit or withdraw students based on several factors, including whether the students are new to the MyEducation BC system, simply new to your school or district, or if they are related to students that are already in your school, which can copy demographic information and associate them with existing contacts that are already in the system. 2.1 Admitting Students in a School

### 3.1.1 Create Medical Alerts in MYED

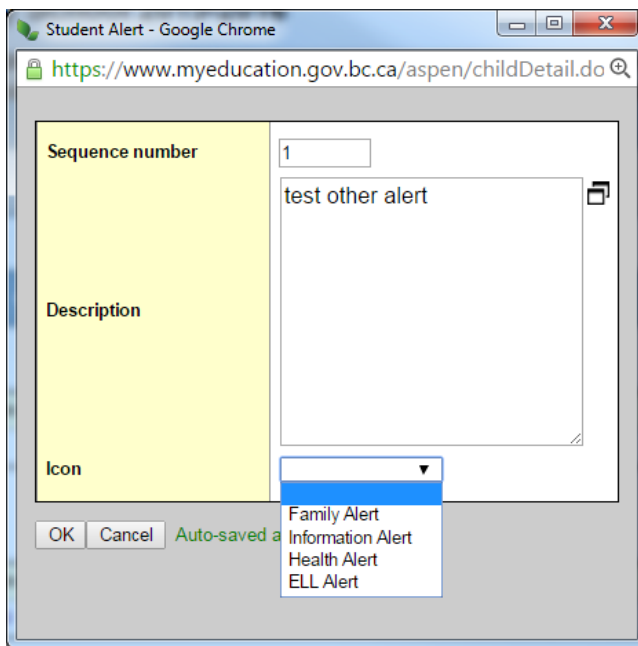
- The **Medical Alert**  icon appears next to the student's name on the Student pages in MYED. Only users with appropriate privileges can see these icons.
- You can also create Other alerts to let users know about any other important information pertaining to a student.
- At the end of every school year, make it a point to clean up your student alerts, as these stay on the student's record until manually deleted.

#### To enter Medical, Other, or Legal Alerts:

1. Log on to the School view.
2. Click the **Student Top Tab**
3. [Search for and select the student.](#)
4. Click the **Details** side-tab. The Details page for that student appears.
5. Click the **Alerts** sub-tab. The page displays any Legal, Medical, or Other alerts already created for the student:




The screenshot shows the MyEducation BC interface for St Patrick's Elementary School 2015-2016. The 'Student' tab is selected, and the 'Details' sub-tab is active. The 'Alerts' sub-tab is also selected, showing a table with columns for SeqNo, Description, Icon, AlertType, and FieldB001. The table is currently empty, displaying 'No matching records'. The 'Add' and 'Delete' buttons are visible at the bottom right of the table. Red boxes highlight the 'Student' tab, 'Details' sub-tab, 'Alerts' sub-tab, and the 'Add' and 'Delete' buttons. Red arrows point to the 'Add' and 'Delete' buttons.



You can choose different Icons in the Other Alert

Use the **Health Alert** for all non-life threatening Medical Alerts Eg. Bad reaction to pollen may require Benalyn for hay fever.


Use the **Medical Alert** for all Life Threatening. Eg. Allergic to bees anaphylactic

6. **Note:** When there is more than one alert under a field, click and drag the Sequence Icon  to change the order in which they appear.
7. Do one or more of the following:
  - Click **Add** below Medical to add a Medical alert.
  - Click **Add** below Other to add an Other alert.
  - Click **Add** below **Legal** to add a Legal alert

The appropriate dialog box appears.
8. Type the Sequence Number for the alert you are creating.
9. Click **Save**. The system displays the appropriate icon next to the student's name.
10. To view the alert, click the icon.

## 4.0 Legal Alert

Indicate when a Legal Alert or Court Order is in effect:

- You may use a removable sticker or pencil check for paper format.
- When using MYED the **Legal Alert**  icon appears next to the student's name on the student pages in MYED. Only users with appropriate privileges can see these icons.
- List the court order and the expiry date (if applicable) under the Student Record Inclusions section (e.g., custodial rights, restraining orders, instructions re. access to student and/or student records).
- When a court order is no longer in effect enter the date the order was rescinded in the expiry space.

## 5.0 Managing Enrollment Status

1. **School View > Student Top Tab > Membership Side Tab > Enrollment Sub Tab**
2. To view details of an enrollment record, click an enrollment type. This includes whether the student was enrolled, withdrawn, or transferred in the district. For each enrollment record, the page displays:
  - Type of enrollment (usually a one-digit code the district uses to identify the type of enrollment, such as W for withdrawal)
  - Date of record
  - Code
  - Reason (for example, moving out of town)
  - Status (active or inactive)
  - YOG (year of graduation)
  - School name
4. After you finish looking at the details, click Cancel to return to the list of records, or click any other side-tab or tab.

St Patrick's Elementary School 2015-2016

Pages: School, **Student**, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, Admin

Options Reports Help

Student List :: KF - E

0 of 11 selected

All Records

Type	Date	Code	Reason	Status	Enr Status	YOG	School > Name	Admission Status Code	PSR Grade
W	9/15/2015	Public School In/Ds		Active	Active	2028	St Patrick's Elementary School		
E	9/8/2015	Public School Out/Ds	Parents	Active	Active	2028	St Patrick's Elementary School		
W	9/8/2015	No Show		Active No Primary					
S	8/28/2015			Active					
E	8/1/2015	Other	Administrative	Active					
E	8/1/2015	Other	Administrative	Active					
W	7/31/2015	Administrative Trans	Personal	Active					
W	7/31/2015	Administrative Trans	Personal	Active					
E	9/4/2013	Re-entry No Inter		Withdrawn					EL
W	6/28/2013	Reason Unknown		Withdrawn					EL

**Most Common Codes:**  
W: Withdrawn  
E: Enrolled  
N: NO Show  
W13: Death of Student  
E23: Refugee  
W9: Homeschool

**If you require any other codes please contact me**

## 6.0 ACHIEVEMENT/ATTENDANCE RECORD

### 6.1.1 Achievement and attendance can be entered:

- Manually by handwriting, typewriting, or computer generated strips.
- Electronically.

Indicate any course(s) completed by an IEP.

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**For grades K-3**

- Enter description of performance scale with reference to learning outcomes set out in the curriculum.
- Enter days absent in each school year.
- Use the extra lines if a student has been retained.

**For grades 4-7**

- Enter a final letter grade for every course taken in a school year.
- Enter days absent in each school year.

**For grades 8-10**

- Enter a final letter grade for every course. Enter the full name of the course or use the official Ministry course code.
- Enter the percent for each Grade 10 course required for graduation (under the 2004 Graduation Program).
- Enter days absent in each school year.

**For grades 11-12**

- For each course, enter the final letter grade, per cent, and credit value. Enter the full name of the course or use the official Ministry course code.
- Enter days absent.
- Check box if graduation requirements are met, and indicate the year completed.

**Please see Grade Management Manual on where and how to enter marks that will auto populate to the PSR Card.**