



STUDENT RECORDS PROCEDURES

STATEMENT OF AIM

To provide clarification and outline boundaries for the dissemination of official school documentation.

RATIONALE

MEF IS Board Policy mandates that the proper information will be collected in the cumulative record which will be both electronic and hard copy folders.

PROCEDURES

The following MEF IS Student Records procedures will be used in maintaining the cumulative record and disseminating student records:

Admission Information -- Which includes official administrative records that constitute the minimum personal data necessary for operating the educational system. It includes identifying information, academic work completed, grades or learning benchmarks, standardized test results, attendance records, passport information as well as health data, family background information, and systematically gathered School official ratings and observations, verified reports of serious or recurrent behaviour patterns when applicable.

Guidelines:

Report Cards - Reception 1 to Grade 12

1. MEFIS school provides two report cards during the school year.
2. Report cards are signed by the school principal.
3. Report cards can be issued only once.
4. The signed and electronic copy of the report card should be kept permanently.
5. Report cards can be given to the registered guardians or parents.
6. Upon request, a copy of the report card may be given only to the registered parent and the student.

Certificate Of Graduation (Diploma) - Grade 12

Students who are eligible for Certificate of Graduation will receive them (without the proper stamps

of the Ministry) in June upon graduation for college entrance purposes. Official graduation diplomas are issued by the ministry of education after the completion of the school year and need to be collected in person.

Transcripts - Grade 6 - 12

1. The school will provide official transcripts listing the student academic records for the years attended to all Grade 12 students.
2. Students in other grade levels may receive a transcript upon request.
3. Parents and students have the right to inspect and review the student's education records maintained by the school.
4. Schools are not required to provide more than 1 official copy of academic records such as report cards and diplomas, unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.
5. Parents or students have the right to request that the school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or student then has the right to a formal hearing arranged by the school principal. At the hearing, the principal may invite objective third parties to be present. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information
6. Generally, schools must have written permission from the parent and student in order to release any information from a student's education record; however, schools can legally disclose records, without consent, to the following parties or under the following conditions:
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a student is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a student;
 - e. Organizations conducting certain studies for or on behalf of the school;
 - f. Accrediting organizations;
 - g. To comply with a judicial order or lawfully issued subpoena;
 - h. Appropriate officials in cases of health and safety emergencies;
 - i. State and local authorities, within a juvenile justice system, pursuant to specific law.

Of Discipline Sanctions:

1. All records of disciplinary action shall remain confidential.
2. Disciplinary records shall be maintained in the office as part of the student record until graduation, after which all student records are maintained by the principal in the archives.
3. The student record shall be released only to the parent/guardian or as specified by the court with a court order or subpoena. Minutes of the proceedings are not considered student record.

4. Minutes shall be released only by a court order or subpoena.
5. Records of disciplinary sanctions are maintained as follows:
 - a. All records of disciplinary action will remain in the student record until the student graduates or transfers to another school.
 - b. Records of disciplinary sanctions can be accessed by the school principal, school counselor, and the AGM.

Records of disciplinary sanctions including disciplinary probation, suspension, or expulsion will remain in the student record maintained by MEF International School permanently.

Policy reviewed August 2025