



**PSW
EDUCATIONAL
PROGRAM
ACCREDITATION**

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Interpretation Document Retention

Relevant Standard(s)

Programme Documentation Standards 9, 10, 11

Quality

9. Student documentation includes student marks, attendance and notes from any student supervision and/or correspondence

10. Student documentation is retained for at least 50 years after the student's relationship with the school ceases.

Innovative

11. Documents that contain information, but not considered a part of the record (worksheets, etc.) are securely destroyed.

Collaborative

Interpretation

Retention is required for the following purposes:

Knowledge

- To provide evidence of the student's achievement in the programme, including completion of the programme, if applicable
- To provide information relating to the student's status in the programme

For purposes of Standard 10, only *relevant* documentation with regard to status must be kept. The documents that are relevant are:

- student marks
- status (completed, inactive, suspended, withdrawn, etc.)
- supporting documentation if the student has been removed from the programme for cause

The following documents that should be retained, if relevant to the above, are as follows:

- attendance
- notes from any student supervision relevant to the student's status in the programme
- reports relating to the student's skills and/or status in the programme
- correspondence relating to the student's status in the programme



Please note that a school may keep any or all documentation beyond those items described above, as the school deems fit.

Quality

Innovative

Collaborative

Knowledge