

OP4989 STUDENT RECORD - CONTINUING TEACHER EDUCATION, FACULTY OF EDUCATION

Records documenting the monitoring of student's academic progress at the Continuing Teacher Education (CTE) program, which offers AQ (Additional Qualification) courses and ABQ (Additional Basic Qualifications) courses for members or non-members of Ontario College of Teachers.

Includes maintenance of student files at CTE.

Example documents: application data, transcripts, correspondence.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records.

OPR - Operations Manager, Continuing Teacher Education Program, Faculty of Education

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Continuing Teacher Education Program Student Files	ET + 0	0	DP/D	PIB

Records consist of information collected during application process (Name, Date of Birth, Gender, Country of Residence, Current Address, Permanent Address, Phone Numbers, Email, Queen's Student Number, Ontario College of Teacher (OCT) number, transcripts, preassessment requests, confirmation of teaching experience forms, recommendation Waiver for prerequisite courses forms), change of grade forms, documentation of leaves, correspondence and other documentation related to monitoring a student's academic progress at CTE.

ET Definition: Fifty years without activity since a student's or an applicant's last date of interaction with CTE.

Disposition Plans: Once students register at Queen's University, the following information will be exported to PeopleSoft system.

Name, Date of Birth, Gender, Country of Residence, Current Address, Permanent Address, Phone Numbers, Email, Queen's Student Number.

Once paper records are scanned, they will be destroyed immediately. All electronic student files will be destroyed if there is no activity for fifty years since a student or an applicant last contacted CTE .

Currently records may exist in both paper and electronic formats. CTE is moving towards managing all records electronically.

GLOSSARY

- FY = Fiscal Year (May 1 to April 30)
- AY = Academic Year (September 1 to August 31)
- CY = Calendar Year (January 1 to December 31)
- ET = Event Trigger
- OPR = Office of Primary Responsibility
- DP = Special Disposition Plan
- AR = Transfer to Archives
- D = Destroy / Delete
- PIB = Personal Information Bank

OP4989 was approved on 14/10/2014.