



AP 320 – STUDENT CUMULATIVE RECORDS

BACKGROUND

The Board of Education is responsible for establishing policies and procedures related to the contents, management and transfer of Cumulative Records.

The Student Cumulative Record Guidelines, March, 2015, from the Ministry of Education provides information that boards of education may use to establish procedures for the creation, maintenance, storage, and transfer of Cumulative Records.

DEFINITIONS

Cumulative Record - The Cumulative Record is the official working record for students currently enrolled in the school division and for students who have graduated from the school division. As the term “cumulative” implies, information is added to the record each year as the student progresses through the grades.

The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) - LAFOIP is legislation respecting the right of access to documents of local authorities and a right of privacy with respect to personal information held by local authorities. It applies to all records collected, compiled, used and released by school divisions, including all public documents.

Youth Criminal Justice Act - This Act includes specific requirements pertaining to the collection, publication, access and destruction of information pertaining to young offenders.

PROCEDURES

The Cumulative Record contains factual, objective and professional information regarding a student’s academic progress, adaptation, and attendance. When the student moves from one school to another, the expectation is that the Cumulative Record follows the student.

The Cumulative Record is valuable for professionals in planning and delivering appropriate education programs and supports for the student from year to year, and for enabling teachers to better understand the student’s strengths. The Cumulative Record is also valuable for assisting in the successful transition of a student to another school.

1. General Contents

Saskatoon Public Schools require schools to include the following information, which is kept as a permanent part of the Cumulative Record. See Appendix A for ‘Contents to Include ‘ and ‘Contents to Exclude’.

2. Maintenance of Cumulative Records

2.1. The school principal shall ensure that a Cumulative Record folder is provided for every student.

2.2. The school principal is responsible for ensuring that the contents of the Cumulative Records are maintained appropriately.



- 2.3. The school principal is responsible for ensuring that Cumulative Records are kept in a safe, secure area and are protected against destruction or loss and unauthorized access.
- 2.4. Under the supervision of the Principal, the teacher is responsible for accurately maintaining information/data in the Cumulative Records for the student(s) assigned to him/her.
3. Cumulative Record Access
 - 3.1. The principal is responsible for overseeing access to Cumulative Records.
 - 3.2. Access to the student's Cumulative Record is governed by the provision of LAFOIP, section 28(2)(a) that states: *"Subject to any other Act or regulation, personal information in the possession or under the control of a local authority may be disclosed: (a) for the purpose for which the information was obtained or compiled by the local authority or for a use that is consistent with that purpose."*
 - 3.3. Cumulative records may be accessed by school/division personnel involved in overseeing the delivery of services or supports to a student.
 - 3.4. In most instances, parents/guardians of children **under the age of 18 years** have the right to see any school files pertaining to their child(ren) and receive a copy of the record if requested. **Persons 18 years of age or older** have sole right to access their own Cumulative Records. They would need to provide written consent for any parent/guardian or individual outside the school division wishing to access their records. They may also request copies of any school-division generated documents contained in the Cumulative Record file. Access to view a cumulative file must be done in the presence of a Principal.
 - 3.5. Any review of the Cumulative Record file by non-school based personnel must also be done in the presence of the principal. This may include:
 - 3.5.1. School officials designated by the board of education or education authority;
 - 3.5.2. Duly authorized officers of the Ministry of Education;
 - 3.5.3. A youth worker, as defined in the Youth Criminal Justice Act, who requests access for the purposes of the Act;
 - 3.5.4. Third parties where written authorization for information released is obtained from the parents or guardians of students under the age of 18 years or from students 18 years of age or older. Letters of authorization for information release shall be retained in the cumulative file.
 - 3.5.5. In circumstances involving custody arrangements, it should be assumed that both parents have equal access to information unless a written order has been submitted to 'prove' which parent has or does not have access to the student information. A copy of the most recent custody order should be in the Cumulative Record.
4. Cumulative Record Requests
 - 4.1. Cumulative Record requests to schools within Saskatoon Public Schools can be made through email.
 - 4.2. Cumulative Record requests to schools outside the division or province can be made using Appendix B. This form can be sent through Canada Post, scanned and emailed, or faxed directly to the school.



5. Cumulative Record Transfer

- 5.1. The principal is responsible for the release of student records.
- 5.2. Upon written request from another school or school division, the Cumulative Record can be sent directly to schools **within** the province of Saskatchewan.
- 5.3. Upon written request, a **copy** of the Cumulative Record can be sent directly to schools **outside** Saskatchewan and Canada as long as the original record is retained in Saskatchewan.
- 5.4. As the Cumulative Record is necessary for the child's education and the transfer is consistent with the purpose for which the information is collected, permission from the student's parent or guardian is **not** required for a school to release a Cumulative Record to another school or school division.
- 5.5. When a Cumulative Record leaves a school, the principal or designate shall review the record to remove and shred unnecessary information and ensure the record contains the appropriate student records and documentation. A record of the cumulative file transfer must be documented.
- 5.6. A school that receives a new student must request the student's Cumulative Record from the previous school as soon as possible after the student's arrival at the school.
- 5.7. When registering a child for Kindergarten, principals must determine if the student has attended a prekindergarten program or preschool program in another division. If the child has attended another program that falls under the auspices of a school division or the Ministry of Education, the Cumulative Record shall be requested.
- 5.8. If a student leaves their current school and his/her Cumulative Record is not requested by a new school, the last school the student attended shall retain the Cumulative Record as per section 6 (a) below.

6. Cumulative Record Retention

- 6.1. Saskatoon Public Schools shall retain cumulative records for at least three years after the student turns 22 years of age as recommended by *The Records Retention and Disposal Guide for Saskatchewan School Divisions*.

Reference: The Student Cumulative Record Guidelines, Ministry of Education, 2015
Local Authority Freedom of Information and Protection of Privacy Act (1991)
Date Last Revised: June, 2020



APPENDIX A

CONTENTS TO INCLUDE:

1. student's name as registered under *The Vital Statistics Act, 1995* or, if the student was born in another jurisdiction, the student's name as registered in the jurisdiction
2. other names by which the student is known
3. birth date and gender of the student
4. student's provincial Learning Identification number (LID)
5. name(s), address(es) and telephone number(s) of the student's custodial parent(s) or guardian(s)
6. summary or report of achievement at the end of each grade or semester (the most current report of achievement if transferring mid-year)
7. annual summary of attendance (unless transferring mid-year)

In addition (if applicable):

8. EAL Progress Report (elementary only)
9. Inclusion and Intervention Plans (IIP) and final progress report
10. Collaborative Program Plan (CPP)
11. Early Years Evaluation (EYE) – please remove from the cumulative record at the end of grade one
12. custody information (e.g. custody orders, Social Services' document)
13. medical information including Safety Plans
14. assessment reports (e.g. School Psych, SLP, OT, PT, Assistive Technology)
15. standardized test results (e.g. Insight, CAT4)
16. Decline of Support form (EAL, Special Programs)
17. EAL forms:
 - EAL Intake Form (Newcomer Student Centre)
 - SSWIS Waiver
 - EAL Transition Memo
 - EAL Pre-referral Checklist
 - EAL student Education Profile (elementary only)
19. VTRA notification (yellow form)
20. Consent to Release/Obtain Information (must be signed annually)
21. Positive Behaviour Intervention Support (PBIS) plan
22. Collegiate Transition Discussion form
23. Request for Classroom Observation (AP 369 – Appendix A)
24. Resource Achievement Assessment Summaries (e.g. Kaufman, KeyMath)
25. Special Education Consultant Reports
26. Special Program Placement letter and agreement forms
27. Jordan's Principal:
 - Provider Involvement in schools form
 - Outside Provider therapy summaries and/or assessment forms



CONTENTS TO EXCLUDE:

1. Information as a young offender (e.g. prejudicial information, Youth Criminal Justice records)
2. suspension letters
3. Impact Assessment Profile (IAP)
4. VTRA – full
5. classroom assessments
6. child protection information
7. student work samples
8. behavior/anecdotal notes
9. copies of Immigration papers/landing documents
10. counselling notes
11. Special program referral forms



REQUEST FOR CUMULATIVE RECORD/INFORMATION

Date of Request:

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To: Principal

Name of School

Address

City

Province

Postal Code

School Requesting Record/Information

Name of School

School Phone #

Address

City

Province

Postal Code

Please send cumulative record folders, transcripts, and pertinent information for the following student(s) who have enrolled in our school.

STUDENT NAME	DATE OF BIRTH (mm/dd/yyyy)	GRADE

Thank you,

Signature (Principal or designate)