

Student Cumulative Record Guidelines **2019**

Acknowledgements

The Ministry of Education acknowledges the advice and support of individuals within numerous school divisions as well as the Saskatchewan Teachers' Federation, the Saskatchewan Association of School Business Officials, the Saskatchewan School Boards Association, and the League of Educational Administrators, Directors and Superintendents in the development of these guidelines.

Student Cumulative Record Guidelines (2019) replaces The Student Cumulative Record Guidelines (March 2015)

2019

While these guidelines take into consideration the requirements set out in *The Local Authority Freedom of Information and Protection of Privacy Act*, the information provided in this document is not legal advice. Please contact legal counsel for questions about specific situations. This publication can be found online at:

www.saskatchewan.ca/government/education-and-child-care-facility-administration/services-for-school-administrators/student-tracking

Contents

| | |
|---|--------------|
| Introduction | 1 |
| Policy Statement | 1 |
| Issues and Questions | |
| • <i>Why should every student have a Cumulative Record?</i> | 2 |
| • <i>When should a Cumulative Record be created?</i> | 2 |
| • <i>What information should be included in the Cumulative Record?</i> | 2-3 |
| • <i>What information should not be included in the Cumulative Record?</i> | 4 |
| • <i>What are the procedures for name changes for adopted children?</i> | 4 |
| • <i>What are the procedures for name changes for students who have a gender change?</i> | 5 |
| • <i>Who has overall responsibility for the Cumulative Record?</i> | 5 |
| • <i>How should Cumulative Records be stored?</i> | 5 |
| • <i>Who has access to the Cumulative Record?</i> | 6 |
| • <i>Is the Cumulative Record the official record of secondary standing?</i> | 7 |
| • <i>Why is the transfer of the Cumulative Record important?</i> | 7 |
| • <i>What procedures should schools follow when transferring and receiving Cumulative Records?</i> | 7 |
| • <i>Is it necessary to obtain permission from a student's parent or guardian before transferring a Cumulative Record?</i> | 8 |
| • <i>What happens if a student transfers to a First Nations school or another jurisdiction?</i> | 8 |
| • <i>What happens if a student changes schools due to an out-of-home placement?</i> | 9 |
| • <i>What should be done if a school has received a Cumulative Record and the student has not arrived at the school?</i> | 9 |
| • <i>What should be done if a student leaves a school and the student's Cumulative Record is not requested by another school?</i> | 9 |
| • <i>What processes need to be followed when a student leaves a school?</i> | 10 |
| • <i>How long should a Cumulative Record be stored?</i> | 10 |
| Appendices | |
| A. Sample Administrative Procedures | 11-13 |
| B. Sample Cumulative Record Transfer Form | 14-15 |
| C. References | 16 |

Introduction

This document provides boards of education, the Conseil scolaire and other educational authorities with recommended procedures and information for the creation, maintenance, storage and transfer of Cumulative Records. These procedures provide systemic support for timely and relevant information sharing among collaborative teams as well as smooth educational transitions and the best possible opportunities for success for all Prekindergarten to Grade 12 students inclusive of those with intensive needs.

Policy Statement

Cumulative Records are an essential tool in promoting student achievement and well-being. To be most effective, a student's Cumulative Record will be located in the school that the student is currently attending. Consistency in the contents and procedures for transfer of Cumulative Records contributes to smooth transitions for students. Cumulative Records are crucial to collaborative teams in planning and delivering appropriate educational programs and supports for individual students, and to better understand students' strengths.

The Ministry of Education promotes and encourages a consistent approach to Cumulative Records for all Prekindergarten to Grade 12 students inclusive of those with intensive needs. Boards of education, the Conseil scolaire and other educational authorities are responsible for establishing administrative procedures for the content, management and transfer of Cumulative Records. Such policies and procedures will be established in keeping with the general provisions set out in *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIPP) and in alignment with these guidelines.

Issues and Questions

Why should every student have a Cumulative Record?

The student's Cumulative Record is the collection of information maintained in the school for the student. It contains factual and objective information regarding a student's academic progress, mid-term and final marks, relevant professional assessment reports, adaptations and attendance. The information is valuable for collaborative teams 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 essential for assisting in the successful transition of students to and from another school, within and between school systems. When a student moves from one school to another, it is expected that the Cumulative Record will follow the student in a timely manner.

When should a Cumulative Record be created?

A Cumulative Record should be created in the first grade that a child begins attending school. For some children this is Prekindergarten. For students who do not attend Prekindergarten, the record should be created in Kindergarten. If a child did not attend Kindergarten, then the Cumulative Record should be created in Grade 1. All students should have a Cumulative Record inclusive of students with intensive needs.

What information should be included in the Cumulative Record?

Information collected in the Cumulative Record builds upon the demographic and enrolment information about a student found in the student information system held by the school division or Conseil des écoles francosaskoises (CÉF). A Cumulative Record contains information affecting the decisions made about the student's education regardless of the manner in which it is maintained or stored, electronic or hard copy.

The following is a set of requirements for the contents of the Cumulative Record:

| Item | Update | Review/Retention |
|---|----------------------------------|---|
| ✓ the student's name as registered under <i>The Vital Statistics Act, 1995</i> or, if the student was born in another jurisdiction, the student's name as registered in that jurisdiction | as required | retained permanently in attendance register |
| ✓ other names by which the student is known | annually | |
| ✓ the birth date and gender of the student | as required | |
| ✓ the student's provincial Learning Identification Number (LID) | at registration (if not already) | |

| Item | Update | Review/Retention |
|--|-----------------------------|---|
| | registered in Saskatchewan) | |
| ✓ the name(s), address(es) and telephone number(s) of the student's custodial parent(s) or guardian(s) | annually | annually |
| ✓ the name(s), address(es) and telephone number(s) of other parent(s) or guardian(s) who may have custody orders that permit or restrict access to the student or the student's personal information | annually | annually |
| ✓ a copy of the custody order, if appropriate | annually | annually |
| ✓ a summary or report of the student's achievement or, in the case of a Prekindergarten child, any summary of developmental growth and learning; if appropriate, a record of adaptations at the end of each grade or semester; term progress reports | annually | annually |
| ✓ the student's diagnostic assessment reports relevant to instructional planning, including reports from psychologists, speech-language pathologists, occupational therapists, etc. | ongoing | as required Any student results that assess readiness for formal learning, such as the Early Years Evaluation (EYE), among others, should be removed from the Cumulative Folder at the end of Grade 3. |
| ✓ parental consent forms to exchange information with outside agencies (health, social services) and/or consent for assessment | ongoing | as required |
| ✓ medical information about the student pertinent to program planning that the parent(s), guardian(s) or student provides | annually | annually |
| ✓ an annual summary of the student's attendance | added annually | retained permanently |
| ✓ for a student who has an Inclusion and Intervention Plan (IIP) a copy of the current and previous plan or documentation indicating that the student has an IIP in the provincial Student Data System | annually | annually |
| ✓ for a student who has a safety plan, a copy of the current and previous plan | ongoing | as required |

The school principal is responsible for ensuring that the contents of a Cumulative Record are updated and culled annually.

For more information on Inclusion and Intervention Plans, see the guidelines document at: <http://publications.saskatchewan.ca/#/products/90799>.

What information should not be included in the Cumulative Record?

Scores from screening tools that assess preschool-aged children’s readiness for formal learning (e.g., the Early Years Evaluation) should not follow the child through their school career and, accordingly, should not be retained in the Cumulative Record after Grade 3.

Personal counselling notes regarding the student and information related to the student’s involvement as a young offender should not be included in the Cumulative Record. School divisions’ and CÉF’s administrative procedures should ensure that counselling notes be stored separately and securely, by counselling staff.

For students involved in the justice system, section 125(7) of the *Youth Criminal Justice Act*¹ specifies that information related to a student’s involvement should be stored separately from the student’s other records in a secure location and destroyed when the information is no longer required for the purpose for which it was disclosed. This approach is also outlined in the *Guidelines for Information Sharing Related to the Youth Criminal Justice Act*.²

When reviewing files, information that is not necessary for the continuing educational needs of the student should be removed from the Cumulative Record.

What are the procedures for name changes for adopted children?

Section 28 of LAFOIPP requires that a board of education (as a local authority) not disclose personal information in its control without the consent of the individual to whom the information relates and for the purpose for which it was collected.³ A person who does not have a legitimate “need to know” should not have access to a student’s personal information. Therefore, schools should take reasonable steps to protect students’ personal information and guard against unintended disclosure. Students’ personal information includes name and address, contact information, academic records and more (see section 4 of the *Registrar’s Handbook for School Administrators*).

While the confidentiality provision in *The Adoption Act, 1998*⁴ (section 29.4) does not compel school divisions, the CÉF or the Ministry of Education to preserve the confidentiality of

¹ <http://laws-lois.justice.gc.ca/eng/acts/y-1.5/index.html>

² <http://publications.saskatchewan.ca/#/products/33252>

³ <http://publications.saskatchewan.ca/#/products/605>

⁴ <http://publications.saskatchewan.ca/#/products/391>

information related to a child's adoption, the process described in the confidentiality clause is consistent with the intentions of that provision and will assure that birth family information is maintained as highly confidential information when an adoption occurs.

To ensure that the identity of the adopted student remains confidential and that the student receives the best education possible, all information related to the student's previous assessments must be retained.

Refer to section 4.1.5 of the *Registrar's Handbook for School Administrators*⁵ for information about the process for name, birthdate or gender changes for current students, or contact Student and Educator Services, Ministry of Education, at 306-787-6081.

What are the procedures for name changes for students who have a gender change?

As noted above, schools should take reasonable steps to protect students' personal information and guard against unintended disclosure. Also, all information related to the student's previous assessments must be retained.

Refer to section 4.1.5 of the *Registrar's Handbook for School Administrators* for information about the process for name, birthdate or gender changes for current students, or contact Student and Educator Services, Ministry of Education, at 306-787-6081.

Who has overall responsibility for the Cumulative Record?

Boards of education, the Conseil scolaire and other educational authorities that possess a Cumulative Record are responsible for the Cumulative Record. Under the supervision of the director of education or an official designated by the director of education, the school principal is responsible for the collection, maintenance and release of student records, including the Cumulative Record. Under the supervision of the principal, the classroom teacher is responsible for entering information in the Cumulative Record. When the Cumulative Record is transferred to another school in Saskatchewan, responsibility for the record is also transferred. Once a student is no longer enrolled, the record remains with the most recent board of education or educational authority in which the student was enrolled.

How should Cumulative Records be stored?

Boards of education, the Conseil scolaire and other educational authorities are responsible for ensuring that at all times records are kept in a safe, secure environment and are protected against accidental destruction or loss and unauthorized access.

⁵ <http://publications.saskatchewan.ca/#/products/73979>

Who has access to the Cumulative Record?

The guiding principle in determining who should have access to the record is provided by section 28(2)(a) of LAFOIPP that states:

28(2) 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.

Boards of education and the Conseil scolaire are prescribed as “local authorities” under LAFOIPP and, therefore, are responsible for the collection, possession and control of personal student information that is contained in a Cumulative Record. Their scope of responsibility also includes determining who is granted access to Cumulative Records. School divisions and the CÉF should have administrative procedures related to this.

Given that the information is collected primarily for the purpose of providing educational services and supports to the student, only those individuals involved in delivering educational services or supports to the student should have access to the student’s Cumulative Record. As well, individuals involved in overseeing the delivery of services and in meeting the Ministry of Education’s reporting requirements (employees of the board and the Conseil scolaire, the principal and the support person in the school) may require access to all Cumulative Records in their possession. Students and their parents may also have access to their Cumulative Records and may consent to have other persons access their Cumulative Records.

The “head” of the local authority, which is the chairperson of the board of education, the Conseil scolaire and other educational authorities, may grant access to records in accordance with LAFOIPP. The board or the chairperson typically will delegate this authority to the director or designate. In turn, the director may delegate responsibility to other employees, such as superintendents or, for some purposes, principals. Policy and/or administrative procedures may also articulate delegation of certain responsibilities.

In cases of suspected or reported child abuse or neglect, Saskatchewan law requires the sharing of information for ensuring child protection. More information on what to do if child abuse/neglect is suspected can be found in the *Saskatchewan Child Abuse Protocol 2017* and on the Government of Saskatchewan website.⁶

Referrals can be made to the Counsel for Children Program by children or youth, family members, child protection workers or any other person. For more information on how and when a lawyer can be appointed for children and youth involved in child protection proceedings, see the Counsel for Children Program on the Government of Saskatchewan website.⁷

⁶ <https://www.saskatchewan.ca/residents/justice-crime-and-the-law/child-protection/child-abuse-and-neglect>

⁷ <https://www.saskatchewan.ca/residents/justice-crime-and-the-law/courts-and-sentencing/counsel-for-children>

In circumstances involving custody arrangements, it is generally assumed that both parents have equal access unless a court order or separation agreement provides otherwise. A copy of the most recent order or agreement should be included in the Cumulative Record.

Is the Cumulative Record the official record of secondary level standing?

No. The permanent record of secondary level standing resides with the Ministry of Education. Official transcripts of secondary level standing are issued by the Ministry of Education upon request. Information is available at: <https://www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/requesting-transcripts-for-high-school>.

Why is the transfer of the Cumulative Record important?

Timely and successful transfer of the Cumulative Record allows collaborative teams to share relevant information, design an appropriate program, ensure the student's safety and provide the supports that the student requires. This will ensure that the student has the best possible opportunities for success in their new school.

What procedures should schools follow when transferring and receiving Cumulative Records?

The school that receives a new student is responsible for requesting the Cumulative Record as soon as possible after the student's arrival at school. The following steps provide guidelines for successfully transferring a Cumulative Record:

- ✓ The receiving school completes a form, similar to the one in [Appendix B](#) of this document, to request the student's Cumulative Record from the student's previous school. The Student Data System (SDS) provides the last location of the student's Cumulative Record.
- ✓ A school that receives a request for the transfer of a Cumulative Record sends the Cumulative Record to the student's new school using the most cost effective, secure method that will allow the package to be tracked. Options can include Registered Mail, Priority Post and courier. The request form, which indicates the date that the Cumulative Record was sent, accompanies the Cumulative Record.
- ✓ Upon receipt of the Cumulative Record, the school updates the location of the Cumulative Record in the SDS.
- ✓ When a student transfers to a Custody School, the student's Cumulative Record should remain at the school from which they transferred. When program decisions for the student are being made by the Custody School, a Custody School official should contact the student's previous school to discuss the programming decisions and request any necessary information from the student's file.

If a school does not receive a request for a Cumulative Record within a reasonable period of time after a student has left the school, the following steps should be taken:

- ✓ The principal should run a *Not Re-enrolled Report* through the SDS to determine whether the student has re-enrolled in another school.
- ✓ If the student appears as “not re-enrolled,” steps should be taken to determine the location of the student.
- ✓ If the student does not appear on the *Not Re-enrolled Report*, the student may have registered in another school, left the province, passed the school-leaving age of 16, or is deceased.
- ✓ At this point, the sending school should retain the Cumulative Record. It is recommended that the school contact Student and Educator Services, Ministry of Education, at 306-787-6081, to determine if other information is available concerning where the Cumulative Record should be sent.

Standards of Practice for Student Enrolment and Withdrawal from the SDS and instructions for use of the Cumulative Record indicator are described in the appendices of the *Registrar’s Handbook for School Administrators*.

NOTE: The Ministry of Education has developed a function within the SDS that will assist the principal in tracking Cumulative Records.

Is it necessary to obtain permission from a student’s parent or guardian before transferring a Cumulative Record?

Section 28(2)(a) of LAFOIPP states that a local authority may disclose personal information “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.”

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 division or the CÉF.

What happens if a student transfers to a First Nations school or another jurisdiction?

The student’s original Cumulative Record should remain in Saskatchewan; however, a parent or guardian should be given a copy of the student’s Cumulative Record. If a parent receives a copy of the student’s Cumulative Record, that information becomes the responsibility of the parent, and the parent can provide the information to the First Nations school or other jurisdiction.

A copy of the Cumulative Record can be sent directly to First Nations schools, schools outside Saskatchewan and in Canada as long as the original record is retained. This is acceptable practice because privacy legislation in other Canadian jurisdictions is very similar to Saskatchewan’s privacy legislation.

Before sending a copy of the Cumulative Record outside Canada, the school should ensure that privacy issues will be adequately addressed in the receiving jurisdiction. In such cases, it may be preferable to provide a copy of the Cumulative Record to the parent.

What happens if a student changes schools due to an out-of-home placement?

According to the *Saskatchewan Child Abuse Protocol 2017*, when a child has been apprehended, he/she may be placed with extended family, a foster family or a group home outside the school or school division where the child normally attends. In this case, the child protection worker is to notify the principal of the child's sending school that a child has been safely relocated. The student's cumulative folder may be transferred with the child to the receiving school. The child protection worker should also inform the principal of the receiving school regarding the child's relocation.

What should be done if a school has received a Cumulative Record and the student has not arrived at the school?

If a Cumulative Record arrives at a school but the student is not currently registered in that school:

- ✓ The school should check first with the school board office to determine if the student is enrolled in another school in the school division.
- ✓ If the student is not enrolled in the division, the school should contact Student and Educator Services, Ministry of Education, at 306-787-6081 to confirm whether the student is enrolled in another school.
- ✓ If no current school can be determined, the Cumulative Record should be returned to the most recent school that the student attended.

What should be done if a student leaves a school and the student's Cumulative Record is not requested by another school?

The "students not re-enrolled" reporting function in the SDS can be used to generate a list of not re-enrolled students.

- ✓ If the student's name appears on the report, the student has not enrolled in a Saskatchewan school. It is expected that the school division or CÉF will continue to make efforts to re-engage the student in school.
- ✓ If the student's name does not appear on the report, the student has enrolled in another Saskatchewan school, left the province, passed the age of 16, or may be deceased.

For further information, consult Student Tracking Program Standards of Practice in Appendix F⁸ of the *Registrar's Handbook for School Administrators* or call Student and Educator Services at 306-787-6081.

⁸ <http://publications.gov.sk.ca/documents/11/82837-Appendix-F-Student-Tracking-Program-Standards-Adopted.pdf>

What processes need to be followed when a student leaves a school?

When a student withdraws or graduates, the school must ensure that a student's permanent record in the SDS is an accurate reflection of all courses taken and marks attained.

How long should a Cumulative Record be stored?

The *Records Retention and Disposal Guide for Saskatchewan School Divisions*⁹ recommends that boards retain Cumulative Records and the marks contained in them for at least three years after the student turns 22. Registers and Annual/Semester Attendance Records Summary (electronic year-end summaries) are permanent records.

Ministry of Education Responsibilities:

- ✓ The ministry is responsible for maintaining permanent records of secondary standing and issuing legal transcripts.

Board of Education/Conseil scolaire Responsibilities:

- ✓ LAFOIPP requires that boards of education and the Conseil scolaire must retain records, including grades and marks, for only as long as they are needed for the purpose for which the board collected or created them.
- ✓ It is critically important for schools to ensure that information for grades 10, 11 and 12 final marks has been submitted to the Ministry of Education.
- ✓ Boards of education and the Conseil scolaire are responsible for validating records when a student leaves the school. The school has online access to the student's record in the SDS for up to 120 days after withdrawal from the SDS. (*Note: Failure to validate the data could lead to liability for the board in the event that the student suffers damages because of the inaccuracy or incompleteness of the information.*)
- ✓ Boards of education and the Conseil scolaire should advise secondary level students of their responsibility to retain their individual records, such as grades and classes completed. Students should also be informed of the board's retention period for these records.
- ✓ Before disposing of older records (i.e., records existing prior to the implementation of LAFOIPP in 1995), reasonable steps should be taken to inform the public that the records will no longer be available. This may include notices in newsletters, on websites and in newspapers or other public media.

The destruction of records without validation can have serious consequences for individuals who want to enrol in post-secondary education institutions or apply for employment.

⁹ https://saskschoolboards.ca/wp-content/uploads/2015/08/Sep13_RecordsRetentionGuide.pdf

Appendix A

Sample Administrative Procedures

Following is a sample that boards of education, the Conseil scolaire and other educational authorities might wish to use as a guide for developing their own procedures regarding the creation, maintenance and transfer of student Cumulative Records.

ABC School Division / CÉF Administrative Procedures Manual

Cumulative Records

The Cumulative Record shall be the official working record for all Prekindergarten to Grade 12 students, inclusive of those with intensive needs, currently enrolled in ABC School Division/CÉF schools. The Cumulative Record is the property and responsibility of the Board of Education/Conseil scolaire while the student attends school in this school division/CÉF.

To support smooth transitions and to ensure that students have the best possible opportunities for success, the Cumulative Record shall be transferred as soon as possible after a student enrolls in a new school.

Federal and provincial privacy and information sharing legislation shall be followed in the creation, maintenance and use of Cumulative Records.

All personal information is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIPP).

Cumulative Record

The Cumulative Record contains a student's personal and demographic information, academic records, attendance reports, achievement reports and relevant professional assessment reports related to the student's educational program. As the term "cumulative" implies, information is added to the record each year as the student progresses through the grades. When a student moves from one school to another, the Cumulative Record must follow the student.

School

For the purposes of this document, the definition of school includes custody schools in addition to those schools included in the definition provided in *The Education Act, 1995*.

Student Data System (SDS)

The SDS is a database system maintained by the Ministry of Education that collects and maintains demographic and academic data about students that is required to administer the Prekindergarten to Grade 12 education program.

Cumulative Record Transfer Form

See Appendix B for a sample form schools can use to ensure that a student's Cumulative Record is transferred successfully.

General Procedures

1. All Prekindergarten to Grade 12 students, inclusive of those with intensive needs, in the ABC School Division/CÉF shall have a Cumulative Record.
2. The Cumulative Record shall be the property and responsibility of the Board of Education/Conseil scolaire while the student is enrolled in the school division/CÉF.
3. The Cumulative Record shall contain at minimum the following:
 - ✓ the 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 that jurisdiction;
 - ✓ other names by which the student is known;
 - ✓ the birth date and gender of the student;
 - ✓ the student's provincial Learning Identification Number (LID);
 - ✓ the name(s), address(es) and telephone number(s) of the student's custodial parent(s) or guardian(s);
 - ✓ the name(s), address(es) and telephone number(s) of other parent(s) or guardian(s) who may have custody orders that restrict access to their child or the child's personal information;
 - ✓ a copy of the custody order;
 - ✓ a summary or report of achievement at the end of each grade or semester; term progress reports;
 - ✓ a record of adaptations needed to support student learning and achievement;
 - ✓ the student's results of diagnostic tests or other assessments pertinent to program planning, including but not limited to psychological reports, speech-language pathologists' reports, occupational therapists' reports, etc., including related parental consent forms;
 - ✓ medical information about the student pertinent to program planning that the parent or student provides;
 - ✓ an annual summary of the student's attendance;
 - ✓ for a student who has an Inclusion and Intervention Plan (IIP), a copy of the current and previous year's plan; and,
 - ✓ for a student who has a safety plan, a copy of the current and previous year's plan.
4. Under the supervision of the director of education or an official designated by the director, the principal shall be responsible for the collection, maintenance and release of student Cumulative Records.
5. The classroom teacher shall be responsible for entering data in the Cumulative Record.
6. The principal shall be responsible for managing annual updates to the Cumulative Record and removing unnecessary and outdated information.

The school principal or a person designated by the principal shall manage the receipt and transfer of Cumulative Records.

Student Transferring In

1. Within *five working days* of a student's enrollment in a school, the principal shall request the student's Cumulative Record from the student's previous school. The request for the student's Cumulative Record shall contain the name and address of the requesting school, the date of the request and detailed student information.
2. The principal shall verify receipt of the Cumulative Record by dating and signing the request that is provided by the student's previous school with the Cumulative Record. A copy of the request shall be sent to the student's previous school to confirm receipt of the Cumulative Record.
3. The principal shall update the location of the Cumulative Record in the SDS.
4. If the Cumulative Record is not received within *seven working days* after the request was sent to the student's former school, the principal shall contact the principal of the student's former school.
5. If the student's former school does not have the student's Cumulative Record, reasonable attempts shall be made to locate the Cumulative Record by contacting other schools that the student has attended.
6. If these contacts are unsuccessful, a new Cumulative Record shall be created for the student.

Student Transferring Out

1. Upon receiving a request to transfer a Cumulative Record, the principal shall send the Cumulative Record, **including all the contents outlined in General Procedures** (part 3 above), to the student's new school within *three working days* using the most cost effective, secure method that will allow the package to be tracked. Options include Registered Mail, Priority Post and courier.
2. The principal shall keep a *copy* of the request until confirmation (email or written) of the transfer has been received.
3. If the school does not receive a written confirmation that the Cumulative Record has been received within *seven working days*, the principal shall contact the principal of the student's new school.
4. If the receiving school has not received the Cumulative Record, the principal shall make best efforts to recover the missing files and maintain a record of those efforts.

Appendix B

Sample Cumulative Record Transfer Form

The form on the following page may be used or adapted for use by school divisions/CÉF wishing to implement a standardized form for the transfer of Cumulative Records. It provides a guide to the information required for the effective transfer of Cumulative Records.

Sample Cumulative Record Transfer Form

RECORD OF REQUEST

| | | |
|---|-----------------|-----------------------|
| Name of School Requesting Cumulative Record | School Division | Date Requested |
| Street/PO Box | Town/City | Province Postal Code |
| Contact Person | Title | Phone Number () — |

STUDENT INFORMATION

| | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|--|
| Name | Previous School | | | | | | | | | | |
| Date of Birth | Gender | | | | | | | | | | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | Provincial Learning ID | | | | | | | | | | |
| Day Month Year | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> | | | | | | | | | | |
| | | | | | | | | | | | |
| Street/PO Box | | | | | | | | | | | |
| Town/City | Province Postal Code Phone Number () — | | | | | | | | | | |
| Name of Parent/Guardian | | | | | | | | | | | |
| Address of Parent/Guardian (if different from student address) | | | | | | | | | | | |
| Street/PO Box | | | | | | | | | | | |
| Town/City | Province Postal Code Phone Number () — | | | | | | | | | | |

RECORD OF TRANSFER

| | |
|--|---------------------------------|
| Name of School Sending Cumulative Record | |
| Date Cumulative Record Sent | Signature and Title |
| Name of School Receiving Cumulative Record | Date Cumulative Record Received |
| Signature and Title | |

Appendix C

References

- Government of Saskatchewan. 2017. *Inclusion and Intervention Guidelines*. Accessed August 1, 2019. <http://publications.saskatchewan.ca/#/products/90799>
- Government of Saskatchewan. 2017. *Saskatchewan Child Abuse Protocol 2017*. Accessed August 1, 2019. <http://publications.saskatchewan.ca/#/products/12574>
- Government of Saskatchewan. 2018. *Registrar's Handbook for School Administrators 2018-19*. Accessed August 1, 2019. <http://publications.saskatchewan.ca/#/products/73979>
- Government of Saskatchewan. 2019. *Guidelines for Information Sharing Related to the Youth Criminal Justice Act*. Accessed August 1, 2019. <http://publications.saskatchewan.ca/#/products/33252>
- Saskatchewan School Boards Association. 2012. *Records Retention and Disposal Guide for Saskatchewan School Divisions*. Accessed August 1, 2019. https://saskschoolboards.ca/wp-content/uploads/2015/08/Sep13_RecordsRetentionGuide.pdf
- Statutes of Saskatchewan 1990-91, c.L-27.1. *The Local Authority Freedom of Information and Protection of Privacy Act*. Accessed August 1, 2019. <http://publications.saskatchewan.ca/#/products/605>
- Thompson, L. 2007. *Cumulative records in Saskatchewan*. Regina, SK: Thompson Information Services Limited.

The Student Transitions Guide provides additional information for school staff to support students transitioning to a new school. Available at: <http://publications.saskatchewan.ca/#/products/87026>