

Student Cumulative Record Guidelines

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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 in English and in French at:

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

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Introduction

This document provides boards of education and the Conseil scolaire with recommended procedures and information for the creation, maintenance, storage and transfer of Cumulative Records. These procedures provide systematic 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, procedures and communications 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 and the Conseil scolaire 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 fransaskoises (CEF). 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 registered in Saskatchewan) | |

| Item | Update | Review/Retention |
|--|----------------|--|
| ✓ the name(s), address(es) and telephone number(s) of the student's custodial ¹ 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 ² 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 should be removed from the Cumulative Record 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 or the MySchoolSask/MonÉcoleSask program | annually | annually |
| ✓ for a student who has a safety plan, a copy of the current and previous plan | ongoing | as required |

The school principal, or a person(s) designated by the principal, may manage Cumulative Records. The school principal, or designate, 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>.

¹ *The Children's Law Act, 2020* uses the term 'legal decision-maker' whereas *The Education Act, 1995* uses the term 'custodial'. Both terms are synonymous within the context of this document.

² *The Children's Law Act, 2020* uses the term 'parenting order' whereas *The Education Act, 1995* uses the term 'custody order'. Both terms are synonymous within the context of this document.

What information should not be included in the Cumulative Record?

Scores from screening tools that assess preschool-aged children's readiness for formal learning 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 CEF'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*³ 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*.⁴

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

What information is included at the discretion of the local authority?

While guidance is provided regarding required information and/or documents to be included in a student's Cumulative Record, some information is not listed. The local authority may determine the suitability to include information beyond the required information. Some examples of information and/or documents subject to the decision of the local authority include student suspension letter and a Violence Threat Risk Assessment form.

To assist in determining what kinds of information should be included in a student's Cumulative Record, or when encountering novel situations where it is not clear what information is to be provided, schools are encouraged to work with their legal counsel and/or privacy officer to make the necessary determination.

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.⁵ 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

³ <http://laws-lois.justice.gc.ca/eng/acts/y-1.5/index.html>

⁴ <http://publications.saskatchewan.ca/#/products/33252>

⁵ <http://publications.saskatchewan.ca/#/products/605>

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*⁶ (section 29.4) does not compel school divisions, the CEF or the Ministry of Education to preserve the confidentiality of 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*⁷ for information about the process for name, birthdate or gender changes for current students, or contact Student and Educator Services with the Ministry of Education at student.records@gov.sk.ca.

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 with the Ministry of Education at student.records@gov.sk.ca.

Who has overall responsibility for the Cumulative Record?

Boards of education and the Conseil scolaire 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. The school principal, or a person designated by the principal, may manage Cumulative Records. 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.

⁶ <http://publications.saskatchewan.ca/#/products/391>

⁷ <http://publications.saskatchewan.ca/#/products/73979>

How should Cumulative Records be stored?

Boards of education and the Conseil scolaire 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.

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 CEF 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 (e.g., employees of the board and the Conseil scolaire, the principal, or designate, and the support person in the school) may require access to all Cumulative Records in their possession. Students may have access to their Cumulative Records pursuant to section 30 of LAFOIPP and, as a best practice, should present written consent by the student.

The “head” of the local authority, which is the chairperson of the board of education or the Conseil scolaire, 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, or their designates. Policies 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. To ensure the best course of action is taken in every case, there will be mutual sharing of all relevant information by agencies, third parties and professionals involved in the investigation process. The roles and responsibilities of organizations, including the Pre-Kindergarten to Grade 12 sector, is outlined in the

*Saskatchewan Child Abuse Protocol*⁸. Organizations must share appropriate information and review disclosure provisions in the context of the child's best interest and safety.

In circumstances involving parenting arrangements, it is generally assumed that parents have equal access unless a court order or parenting 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. When a student accesses a course outside of their school division, the school division where that student resides is encouraged to enter into practical arrangements with the outside school division(s) which is offering the course to the student in order to share records. 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.
- ✓ The principal, or designate, of the receiving school initiates direct communication with the principal, or designate, of the sending school, as necessary.
- ✓ 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 provincial student information system.

⁸ <https://www.saskatchewan.ca/residents/justice-crime-and-the-law/child-protection/child-abuse-and-neglect>

- ✓ When a student transfers to a youth custody facility, 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 youth custody facility, a facility youth worker 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, or designate, 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 and to communicate directly with the principal, or designate, of the receiving school.
- ✓ 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 with the Ministry of Education at student.records@gov.sk.ca 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, or designate, in tracking Cumulative Records.

What procedures should be followed to fulfill the Ministry of Education's request for a student's cumulative record?

There are occasions where a student experiences exceptional circumstances such as entering/exiting the witness protection program. To protect a student's confidentiality when the student transfers into and out of a service/program, the Registrar or Assistant Registrar of Student and Educator Services from the Ministry of Education will contact the school division director requesting the student's Cumulative Record. The Ministry of Education may act as an intermediary and forward the Cumulative Record to the appropriate authority to meet the educational needs of the student.

Additional details are available in the [Guidelines for Information Sharing Related to the Youth Criminal Justice Act](#).

Why is direct communication between school officials of the previous and receiving schools encouraged in the transfer of a student's Cumulative Record?

This practice helps to ensure that necessary information, which will promote the student's successful accommodation and transition into a new school setting, is discussed between schools. This practice is particularly important when a student with intensive needs transfers between schools. These changes are intended to ensure that the student receives the benefit of all relevant information being shared between schools in preparation for the student's accommodation in a new school setting. Depending upon the student's individual situation, this information sharing may be critical to the safety of the student.

While the responsibility to initiate the discussion rests with the receiving school, the sending school also has a responsibility to inform the receiving school of necessary details pertaining to the student's Cumulative Record. If the receiving school does not initiate discussion within a reasonable period of time (taking into consideration the student's needs) following the transfer of the Cumulative Record, the sending school may initiate the discussion.

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 CEF.

What happens if a student transfers to a First Nations school, an independent 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. The head of an educational authority may exercise discretion to disclose a minor student's Cumulative Record to a legal custodian, clause 49(b) of LAFOIPP. 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, independent 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.

Due to the complexity of international privacy laws, it would always be best practice for the school division's privacy officer to provide the student and/or parent with a copy of the student's Cumulative Records prior to a student transfer to study outside of Canada.

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

According to the *Saskatchewan Child Abuse Protocol*, 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, or designate, of the child's sending school that the child has been safely relocated. The principal of the sending school shall be responsible for notifying the principal of the receiving school about the child's circumstances and academic history. The student's Cumulative Record may be transferred with the child to the receiving school. The child protection worker should also inform the principal, or designate, of the receiving school regarding the child's circumstances.

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 with the Ministry of Education at student.records@gov.sk.ca 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 CEF 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 F⁹ of the *Registrar's Handbook for School Administrators* or contact Student and Educator Services with the Ministry of Education at student.records@gov.sk.ca.

⁹ <https://publications.saskatchewan.ca/#/products/73956>

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*¹⁰ 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.

¹⁰ <https://saskschoolboards.ca/wp-content/uploads/2019-Retention-Guide.pdf>

Appendix A

Sample Administrative Procedures

Following is a sample that boards of education and the Conseil scolaire 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 / CEF 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/CEF 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/CEF.

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. When a student transitions from one school to another, it is recommended that the principals, or their designates, of the sending and receiving schools communicate directly with one another to discuss the transition of the student and the student's accommodation in a new school setting, as necessary. This will ensure the receiving school has the benefit of all relevant information. This step is particularly important for a student with intensive needs.

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 youth custody facility 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/CEF 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/CEF.
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, or designate, 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, or designate, shall be responsible for managing annual updates to the Cumulative Record and removing unnecessary and outdated information.

The school principal, or designate, 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, or designate, 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, or designate, 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. The principal, or designate, of the requesting school will communicate directly with the principal, or designate, of the student's previous school to discuss the accommodation of the student in the new school setting, as necessary.
3. The principal, or designate, 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 previous school, the principal, or designate, shall contact the principal, or designate, of the student's previous school.
5. If the student's previous 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, or designate, 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, or designate, 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, or designate, shall contact the principal, or designate, of the student's new school.

4. If the receiving school has not received the Cumulative Record, the principal, or designate, shall make best efforts to recover the missing files and maintain a record of those efforts. The principal, or designate, of the receiving school will contact the principal, or designate, of the previous school to communicate directly regarding the accommodation of the student in the new school setting, if not already completed earlier, and as necessary.

Appendix B

Sample Cumulative Record Transfer Form

The form on the following page may be used or adapted for use by school divisions/CEF 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"/> Cisgender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> No Response <input type="checkbox"/> Non-Binary <input type="checkbox"/> Transgender |
| Provincial Learning ID | |
| 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

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- Office of the Saskatchewan Information and Privacy Commissioner. 2022. *Improving Access and Privacy with Records and Information Management*. Accessed June 2, 2022. <https://www.ipc.on.ca/wp-content/uploads/2016/11/2016-11-03-improving-access-and-privacy-with-rim.pdf>
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