



# Creighton School Division No. 111

**Policy Name:** Cumulative Records

**Policy Type:** Students

Number: 211

Date Approved: May 21, 2014

Legal Reference:

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The Board of Education believes that full and complete cumulative records must be maintained for every student within its jurisdiction.

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## **ADMINISTRATIVE PROCEDURES**

The Cumulative Record contains a student's academic records, attendance reports, achievement reports and special 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 expectation is that the Cumulative Record follows the student.

The Cumulative Record shall be the official working record for students currently enrolled in Creighton School Division. The Cumulative Record is the property and responsibility of the Board of Education while the student attends school in the division.

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).

1. Every student in the School Division shall have a Cumulative Record.
2. The Cumulative Record shall be the property and responsibility of the School Division Board of Education while the student is enrolled in the school division.
3. The Cumulative Record shall contain at minimum the following:
  - a) 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;
  - b) Other names by which the student is known;
  - c) The birth date and gender of the student;
  - d) The student's provincial Learning Identification Number (LID)/DEN;

- e) The name(s), address(es) and telephone number(s) of the student's custodial parent(s) or guardian(s);
  - f) The names of other parents/guardians who may have custody orders that restrict access to their child or the child's personal information;
  - g) A summary or report of achievement along with a summary of attendance at the end of each grade or semester; term progress reports may be included;
  - h) The student's results of diagnostic tests or other assessments pertinent to program planning, including but not limited to psychological reports, speech pathologists' reports, occupational therapists' reports, etc., including related parental consent forms;
  - i) For a student that has a Inclusion and Intervention Plan (IIP), a copy of the current and previous plan will be included.
  - j) A notice of the existence of a Violence Threat Risk Assessment, if one has been conducted within the last five years.
4. Under the supervision of the Director of Education or designate, 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.
  7. The school principal or a person designated by the principal shall manage the receipt and transfer of Cumulative Records.

Items to be omitted or removed from the record:

Scores from screening tools that assess preschool-aged children's readiness for formal learning (e.g., the Early Development Instrument and Early Years Evaluation, among others) should not follow the child through his or her school career and, accordingly, should not be retained in the Cumulative Record after Grade 1.

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. Counselling notes should be stored separately by counselling staff. Provisions in Section 125(7) of the *Youth Criminal Justice Act* specify that information related to a student's involvement in the justice system 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.

### Access to Cumulative Records

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, the principal and the support personnel 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.