



**Ministry of
Education**

The 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 should not be regarded as legal advice. Please contact legal counsel for questions about specific fact situations. This publication can be found on the Ministry of Education website at: <http://www.education.gov.sk.ca/Policy-Evaluation-Legislative-Services>

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Introduction

The Ministry of Education and its partners are committed to working toward improved learner outcomes. To this end, Saskatchewan's education system has determined four priorities:

- Higher literacy and achievement;
- Equitable opportunities for all students;
- Smooth transitions into and through the system; and,
- Strong system-wide accountability and governance.

While boards of education have used Cumulative Records for many years, neither *The Education Act, 1995* nor *The Education Regulations, 1986* provide guidelines or policy direction regarding the contents, storage and transfer of Cumulative Records. Historically, boards of education have created their own policies and procedures with regard to Cumulative Records.

This document is intended to provide information that boards of education and the Conseil des écoles francsaskoises may use in the establishment of procedures for the creation, maintenance, storage and transfer of Cumulative Records. These procedures will promote timely and relevant information sharing among professionals as well as smooth educational transitions and the best possible opportunities for success for all students.

This guide, which is intended to be a living document, provides information that boards of education and the Conseil des écoles francsaskoises may use to establish procedures for the creation, maintenance, storage and transfer of Cumulative Records.

Policy Statement

Cumulative Records are a key tool in promoting student achievement and well-being for all students. 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. The information in Cumulative Records is valuable to professionals in planning and delivering appropriate educational programs and supports for individual students, and assisting teachers to better understand students' strengths. Boards of education and the Conseil des écoles francsaskoises are responsible for establishing policies and procedures related to the contents, 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 (LA FOIP)*.

Issues and Questions

Why should every student have a Cumulative Record?

The student's Cumulative Record is a key tool in supporting student transitions. When a student moves from one school to another, it is expected that the Cumulative Record will follow the student.

The student's Cumulative Record is the compilation of information maintained in the school for the student. It contains factual, objective and professional information regarding a student's academic progress, mid-term and final marks, adaptations and attendance. The information 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 students to another school.

What information should be included in the Cumulative Record?

Traditionally, the Cumulative Record has consisted of a standard folder formatted for recording basic information about a student. Information collected in the Cumulative Record builds upon the demographic and enrolment information collected on a student in the school division's student information system. 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 (i.e., electronic or hard copy).

Based on current practice in Saskatchewan and elsewhere, the following provides a guideline 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)	
✓ the name(s), address(es) and telephone number(s) of the student's custodial parent(s) or guardian(s)	annually	annually

Item	Update	Review/Retention
✓ the names of other parents/guardians who may have custody orders that permit or restrict access to the student or the student's personal information	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 modification at the end of each grade or semester; term progress reports also may be included	annually	annually
✓ 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	ongoing	as required any student results that assess readiness for formal learning should be removed from the Cumulative Folder at the end of Grade 1
✓ medical information about the student pertinent to program planning that the parent or student provides	annually	annually
✓ an annual summary of the student's attendance	added annually	retained permanently
✓ for a student who has a Personal Program Plan (PPP), as described in the Children's Services Policy Framework, a copy of the current and previous plan	annually	annually

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

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 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

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

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.

Who has overall responsibility for the student's Cumulative Record?

The board of education or other educational authority that possesses a Cumulative Record is 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, responsibility for the record is also transferred. Once a student is no longer enrolled, the record remains with the last board of education or educational authority with which the student was enrolled.

How should Cumulative Records be stored?

Boards of education and the Conseil des écoles fransaskoises 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 LA FOIP 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 des écoles fransaskoises are prescribed as "local authorities" under LA FOIP 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.

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 des écoles fransaskoises, 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 and the Conseil des écoles fransaskoises, may grant access to records in accordance with LA FOIP. 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 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.

Why is the transfer of the Cumulative Record important?

Timely and successful transfer of the Cumulative Record allows educational professionals to share relevant information, design an appropriate program, and provide the supports that the student requires. This will ensure that the student has the best possible opportunities for success in her/his new school.

The school principal or designate is responsible for ensuring that the Cumulative Record is successfully transferred to the student's new school.

Official transcripts of secondary level standing are issued by the Ministry of Education upon request. Information is available at:
www.education.gov.sk.ca/transcripts

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 a general guideline to follow in 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 an indicator of 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 he/she 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 amount 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 Records staff at the Ministry of Education at (306)787-6081 to determine if other information is available concerning where the Cumulative Record should be sent.

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

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*.

The current *Registrar's Handbook for School Administrators* is available at: <http://www.education.gov.sk.ca/registrarshandbook>

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

Section 28(2)(a) of LA FOIP 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.

What happens if a student transfers to another jurisdiction?

The student's original Cumulative Record should remain in Saskatchewan. However, a parent or guardian can 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 another jurisdiction.

A copy of the Cumulative Record can be sent directly to 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 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 division 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 the Student Records staff in the 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 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 Standards for Follow-up in Appendix F of the *Registrar’s Handbook for School Administrators* or call Student Records at (306)787-6081.

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?

Boards of education and the Conseil des écoles fransaskoises are required to retain records only for as long as they are needed for the purposes that they were collected or created. Information contained in the Cumulative Record is personal information and boards establish their own policies regarding how long the records will be maintained. The *Records Retention and Disposal Guide for Saskatchewan School Divisions* recommends that boards retain Cumulative Records and the marks contained in them for at least three years after the student turns 22.

According to the *Records Retention and Disposal Guide for Saskatchewan School Divisions* (www.sasbo.com/mri_files/records_retention_and_disposalguide.pdf), *Registers and Annual/Semester Attendance Records Summary (electronic year end summaries) are permanent records.*

Information regarding data submission, timelines and reporting functions is available in the *Registrar's Handbook for School Administrators*.

Ministry of Education Responsibilities:

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

Board of Education/Conseil des écoles fransaskoises Responsibilities:

- ✓ LA FOIP requires that the board of education/the Conseil des écoles fransaskoises must retain records, including grades and marks, for only as long as they are needed for the purpose that 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.
- ✓ The board of education/the Conseil des écoles fransaskoises 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.*)
- ✓ The board of education/the Conseil des écoles fransaskoises 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 LA FOIP in 1995), boards should take reasonable steps to inform the public that the records will no longer be available. This may include placing the information 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.

Appendix A

Sample Administrative Procedures

Following is a sample that boards of education and the Conseil des écoles fransaskoises 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 Administrative Procedures Manual

Cumulative Records

Principles

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

Authority

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

Definitions

Cumulative Record

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.

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 computerized system maintained by the Ministry of Education that records demographic and other data about students.

Cumulative Record Transfer Form

A form (see **Appendix B** for a sample) schools can use to ensure that a student's Cumulative Record is transferred successfully.

1. Every student in the ABC School Division shall have a Cumulative Record.
2. The Cumulative Record shall be the property and responsibility of the ABC School Division Board of Education of the school division while the student is enrolled in the school division.
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 names of other parents/guardians who may have custody orders that restrict access to their child or the child's personal information;
 - ✓ a summary or report of achievement at the end of each grade or semester; term progress reports may also be included;
 - ✓ 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;
 - ✓ medical information about the student pertinent to program planning that the parent or student provides;
 - ✓ an annual summary of the student's attendance; and,
 - ✓ for a student that has a Personal Program Plan (PPP), as described in the Children's Services Policy Framework, a copy of the current and previous 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.

Transfer

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 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 Procedure #3, 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 written confirmation 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 transferring 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.

SAMPLE

Appendix B

Sample Cumulative Record Transfer Form

The form on the following page may be used or adapted for use by school divisions wishing to implement a standardized form for the transfer of Cumulative Records. At minimum, 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

The Local Authority Freedom of Information and Protection of Privacy Act, Statutes of Saskatchewan 1990-91, c.L-27.1. Retrieved from qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=605

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[www.sasbo.com/mri_files/records retention and disposal guide.pdf](http://www.sasbo.com/mri_files/records_retention_and_disposal_guide.pdf)

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