



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS  
 TITLE: STUDENT RECORDS  
 CODE: 5091 Student Cumulative Records

Reference Matrix	
<b>Education Act (1995)</b>	Sections 85, 87, 109, 110
<b>Other Relevant Acts</b>	<i>The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP), The Vital Statistics Act (1995)</i>
<b>Holy Family Related Procedures</b>	
<b>Holy Family Related Manuals</b>	
<b>Resources (Ministry, SSBA, SCSBA, etc.)</b>	<i>Records Retention and Disposal Guide for Saskatchewan School Divisions (2007). Saskatchewan Ministry of Education Student Cumulative Record Guidelines (2015). Registrar's Handbook for School Administrators.</i>
<b>Date Reviewed</b>	January 8, 2016

### Background:

The Cumulative Record shall be the official working record for students currently enrolled in Holy Family RCSSD No. 140 schools. The Cumulative Record is the property and responsibility of the Holy Family RCSSD No. 140 Board of Education while the student attends 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:

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

### Definitions:

## 1. 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 outlined in the Saskatchewan Ministry of Education's *The Student Cumulative Record Guidelines*. This document can be accessed by an internet search: "[The Student Cumulative Record Guide Saskatchewan](#)". 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.

## 2. Student Data System

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

## 3. Cumulative Record Transfer Form

Schools shall use [OP 5091 Appendix 1 Cumulative Records Transfer Form](#) to ensure that a student's Cumulative Record is transferred successfully.

### **Procedures:**

#### 1. General Information

1.1. Every student in the Holy Family RCSSD No. 140 shall have a:

1.1.1. Cumulative Record.

1.2. The Cumulative Record shall be the property and responsibility of:

1.2.1. The Holy Family RCSSD No.140 Board of Education of the school Division while the student is enrolled in the school division.

1.3. The Cumulative Record shall contain at minimum the following:

1.3.1. The student's name as registered under *The Vital Statistics Act* or, if the student was born in another jurisdiction, the student's name as registered in that jurisdiction;

1.3.2. Other names by which the student is known;

1.3.3. The birth date and gender of the student;

1.3.4. The student's provincial Learning Identification Number (LIN);

- 1.3.5. The name(s), address(es) and telephone number(s) of the student's custodial parent(s)/guardian(s);
  - 1.3.6. The names of other parent(s)/guardian(s) who may have custody orders that restrict access to their child or the child's personal; information;
  - 1.3.7. A summary or report of achievement at the end of each grade or semester; term progress reports may also be included;
  - 1.3.8. 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;
  - 1.3.9. Medical information about the student pertinent to program planning that the parent(s)/guardian(s) or student provides;
  - 1.3.10. An annual summary of the student's attendance; and,
  - 1.3.11. For a student that has an Electronic Inclusion and Intervention Plan (eIIP), a copy of the current and previous plan(s).
- 1.4. The Cumulative Record shall not include:
- 1.4.1. Scores from screening tools that assess preschool-aged children's readiness for formal learning such as Early Development Instrument and Early Years Evaluation, among others, after Grade One;
  - 1.4.2. Personal counseling notes.
- 1.5. 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.
- 1.6. The Principal shall:
- 1.6.1. Be responsible for managing annual updates to the Cumulative Record and removing unnecessary and outdated information;
  - 1.6.2. Ensure that cumulative records are kept in a secured location;
  - 1.6.3. Ensure that an in/out log of access to cumulative records by staff is maintained. Records may only be reviewed in the school building.
- 1.7. The classroom teacher shall:
- 1.7.1. Be responsible for entering data in the Cumulative Record;

1.7.2. Be responsible for maintaining the contents of the Cumulative Record by using [OP 5091 Appendix 2 Cumulative Record Annual Log](#);

1.7.3. Complete the in/out log when accessing the Cumulative Record. Records may only be reviewed in the school building.

1.8. All other school and division professional staff shall:

1.8.1. Complete the in/out log when accessing the Cumulative Record. Records may only be reviewed in the school building.

## 2. Access

2.1. Access will be provided to:

2.1.1. A parent(s)/guardian(s) of a student where the student is dependent on the parent(s)/guardian(s).

2.1.2. An individual who is 16 years or older, and living independently of a parent(s)/ guardian(s).

2.2. Requests for access to Cumulative Records retained at the school must be made to the Principal in writing. The Principal and/or teacher must be in attendance to interpret the information.

2.3. A record of access, including names of the individual (s) granted access and the date of access, shall be kept in the permanent student record.

2.4. Information obtained in the Cumulative Record is to be accessible to the teaching staff of the school, the Principal, and professional support staff within the school division when required for programming.

2.5. Information will be released when requested by subpoena.

## 3. Transfer

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

3.1.1. Student Transferring In:

3.1.1.1. 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.

- 3.1.1.2. The Principal shall update the location of the Cumulative Record in the Student Data System.
  - 3.1.1.3. 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 school administrator of the student's former school.
  - 3.1.1.4. 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.
  - 3.1.1.5. If these contacts are unsuccessful, a new Cumulative Record shall be created for the student.
- 3.1.2. Student Transferring Out:
- 3.1.2.1. Upon receiving a request to transfer a Cumulative Record, the Principal shall send the Cumulative Record, including all the contents using [OP 5091 Appendix 1 Cumulative Record Transfer Form](#), by Registered Mail to the student's new school within *three working days*.
  - 3.1.2.2. 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.

#### 4. Name Changes for Students who have a Gender Change

4.1. Schools shall take reasonable steps to protect students' personal information and guard against unintended disclosure. When a name change is required as a result of a gender change, the Principal or designate shall:

- 4.1.1. Contact the Ministry of Education Student Services Unit to request a new Learning Identification Number (LID) for the student.
- 4.1.2. Student Services will create a new Learning Identification Number (LID) in the Student Data System and merge the previous and new records.
- 4.1.3. Student Services Unit will remove all aliases and previous addresses for the student and the Principal will remove this information from the student's Cumulative Record.
- 4.1.4. The Principal or designate will create a new Cumulative Record for the

student.

4.1.5. The Principal or designate will complete the 'Change of Name/Change of Birthdate' (Form 10) as outlined in the Saskatchewan Ministry of Education's *Registrar's Handbook for School Administrators*. This document can be accessed by an internet search: "[Registrar's Handbook for School Administrators Saskatchewan](#)".

4.1.6. The Principal will submit this (Form 10) to the Student Services Unit.

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

## 5. Maintenance and Disposal of Records

5.1. In accordance with the recommendations of the *Records Retention and Disposal Guide for Saskatchewan School Divisions*, Cumulative Records that have not be transferred by request to another school division are to be retained at the division office until the student reaches 25 years of age.