



AP 320 – STUDENT CUMULATIVE RECORDS

BACKGROUND

The Board of Education is responsible for establishing policies and procedures related to the contents, management and transfer of Cumulative Records.

The Student Cumulative Record Guidelines, November 2023, from the Ministry of Education provides information that boards of education may use to establish procedures for the creation, maintenance, storage, and transfer of Cumulative Records.

DEFINITIONS

Cumulative Record - The Cumulative Record is the official working record for students currently enrolled in the school division and for students who have graduated from the school division. As the term “cumulative” implies, information is added to the record each year as the student progresses through the grades from prekindergarten to grade 12.

The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) - LAFOIP is legislation respecting the right of access to documents of local authorities and a right of privacy with respect to personal information held by local authorities. It applies to all records collected, compiled, used and released by school divisions, including all public documents.

Youth Criminal Justice Act - This Act includes specific requirements pertaining to the collection, publication, access and destruction of information pertaining to young offenders.

PROCEDURES

The Cumulative Record contains factual, objective and professional information regarding a student’s academic progress, adaptation, and attendance. When the student moves from one school to another, the expectation is that the Cumulative Record follows the student.

The Cumulative Record 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 a student to another school.

1. General Contents

Saskatoon Public Schools require schools to include specific records and information, which is kept as a permanent part of the Cumulative Record. There is also records and information that should not be included in the Cumulative Record. See Appendix A for ‘Contents to Include’ and ‘Contents to Exclude’.

2. Maintenance of Cumulative Records

Under the supervision of the director of education or an official designated by the director, the principal, or a person(s) designated by the principal, may manage Cumulative Records.



Management shall include:

- 2.1. Ensuring that a Cumulative Record folder is provided for every student.
- 2.2. Ensuring that the contents of the Cumulative Records are maintained appropriately, including managing annual updates and removing unnecessary and outdated information.
- 2.3. Ensuring that Cumulative Records are kept in a safe, secure area and are protected against destruction or loss and unauthorized access.
- 2.4. Ensuring that Cumulative Records are transferred in accordance with this AP.
- 2.5. Ensuring that classroom teachers enter the required information in the Cumulative Records.
3. Cumulative Record Access
 - 3.1. The principal is responsible for overseeing access to Cumulative Records.
 - 3.2. Access to the student's Cumulative Record is governed by the provision of LAFOIP, section 28(2)(a) that states: *"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."*
 - 3.3. Cumulative records may be accessed by school/division personnel involved in overseeing the delivery of services or supports to a student.
 - 3.4. In most instances, parents/guardians of children **under the age of 18 years** have the right to see any school files pertaining to their child(ren) and receive a copy of the record if requested. **Persons 18 years of age or older** have sole right to access their own Cumulative Records. They would need to provide written consent for any parent/guardian or individual outside the school division wishing to access their records. They may also request copies of any school-division generated document contained in the Cumulative Record file.
 - 3.4.1. Access to view a cumulative file must be done in the presence of a principal.
 - 3.4.2. If a principal is unsure if they should release a record, they should consult with the division privacy officer or instruct the parent/guardian to make a request to the division privacy officer as per AP 170 – Local Authority Freedom of Information and Protection of Privacy.
 - 3.5. Any review of the Cumulative Record file by non-school based personnel must also be done in the presence of the principal. This may include:
 - 3.5.1. School officials designated by the board of education or education authority;
 - 3.5.2. Duly authorized officers of the Ministry of Education;
 - 3.5.3. A youth worker, as defined in the Youth Criminal Justice Act, who requests access for the purposes of the Act;
 - 3.5.4. Third parties where written authorization for information released is obtained from the parents or guardians of students under the age of 18 years or from students 18 years of age or older. Letters of authorization for information release shall be retained in the cumulative file.
 - 3.5.5. In circumstances involving custody arrangements, it should be assumed that both parents have equal access to information unless a written order has been submitted



to 'prove' which parent has or does not have access to the student information. A copy of the most recent parenting order should be in the Cumulative Record.

4. Cumulative Record Requests

- 4.1. Cumulative Record requests to Saskatoon Public Schools can be made through email.
- 4.2. Cumulative Record requests to schools outside the division or province can be made using Appendix B. This form can be sent through Canada Post, emailed, or faxed directly to the school.

5. Cumulative Record Transfer

- 5.1. The principal is responsible for the release of student records.
- 5.2. 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 or school division.
- 5.3. When a student is transferring out of a school:
 - 5.3.1. Upon written request, the Cumulative Record may be sent to another school using the following methods:
 - 5.3.1.1. For schools within Saskatoon, the record can be sent via interschool mail.
 - 5.3.1.2. For schools within Saskatchewan, the record can be sent via Registered Mail, Priority Post, or Courier with a tracking number.
 - 5.3.1.3. For schools outside Saskatchewan or Canada, a **copy** of the record can be sent via Registered Mail, Priority Post, or Courier with a tracking number. The **original** record must be retained in Saskatchewan.
 - 5.3.2. When a Cumulative Record leaves a school, the principal or designate shall review the record to remove and shred unnecessary information and ensure the record contains the appropriate student records and documentation.
 - 5.3.3. The principal must track the student's name, the receiving school, and the date the Cumulative Record was requested and sent, using the division's Excel tracking form.
 - 5.3.4. Cumulative Records transferred from Grade 8 to Grade 9 within Saskatoon Public Schools must follow school closing procedures.
- 5.4. When a student is transferring into a school:
 - 5.4.1. A school that receives a new student must request the student's Cumulative Record from the previous school as soon as possible after the student's arrival at the school.
 - 5.4.2. The principal must track the student's name, the previous school, and the date the Cumulative Record was requested and received, using the division's Excel tracking form.
 - 5.4.3. If the Cumulative Record is not received within seven working days of the request, the receiving principal must contact the former school's principal.
 - 5.4.4. If the student's former school does not have the Cumulative Record, reasonable attempts will be made to locate the Cumulative Record. If these attempts are unsuccessful, a new Cumulative Record will be created for the student.



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- 5.5. When registering a child for kindergarten, principals must determine if the student has attended a prekindergarten program or preschool program in another division. If the child has attended another program that falls under the auspices of a school division or the Ministry of Education, the Cumulative Record shall be requested.
 - 5.6. If a student leaves their current school and the Cumulative Record is not requested by a new school, the last school the student attended shall retain the Cumulative Record as per section 6.1 below.
6. Cumulative Record Retention
- 6.1. Saskatoon Public Schools shall retain cumulative records for at least three years after the student turns 22 years of age as recommended by *The Records Retention and Disposal Guide for Saskatchewan School Divisions, September, 2019*.

Reference: The Student Cumulative Record Guidelines, Ministry of Education, 2023
The Records Retention and Disposal Guide for Saskatchewan School Divisions, 2019
Local Authority Freedom of Information and Protection of Privacy Act (1991)
Information Sharing Related to the Youth Criminal Justice Act, Ministries of Education and Corrections and Policing, 2019.

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APPENDIX A

CONTENTS TO INCLUDE:

1. 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.
2. Other names by which the student is known.
3. Birth date and gender of the student.
4. Student's provincial **L**earning **I**dentification number (LID).
5. Name(s), address(es) and telephone number(s) of the student's custodial parent(s) or guardian(s).
6. Summary or report of achievement at the end of each grade or term/semester (the most current report of achievement if transferring mid-year).
7. Annual summary of attendance, which may be summarized on the final report card (unless transferring mid-year).

In addition (if applicable):

8. Inclusion and Intervention Plans (IIP) and final progress report.
9. Early Years Evaluation (EYE) – please remove from the cumulative record at the end of grade one.
10. In cases where there is a custody order in place, the most up to date copy of the custody order and any documentation provided by the Ministry of Social Services related to custody.
11. Medical information including Safety Plans.
12. Assessment reports (e.g. School Psych, SLP, OT, PT, Assistive Technology).
13. Standardized test results (e.g. Insight, CAT4).
14. Decline of Support form (EAL, Special Programs).
15. EAL forms: EAL Progress Report (elementary only), EAL Intake Form (provided by Newcomer Student Centre), SSWIS Waiver, EAL Transition Memo, EAL Pre-referral Checklist
16. Violence Threat Risk Assessment Notification (Appendix H in the *VTRA Protocol and Resource Guide* copied on yellow paper).
17. Consent to Release/Obtain Information (must be signed annually).
18. Positive Behaviour Intervention Support (PBIS) plan.
19. Collegiate Transition Discussion form.
20. Request for Classroom Observation (AP 369 – Appendix A).
21. Resource Achievement Assessment Summaries (e.g. Kaufman, KeyMath).
22. Special Education Consultant Reports.
23. Special Program Placement letter and agreement forms.
24. Jordan's Principle:
 - Provider Involvement in Schools form.
 - Outside provider therapy summaries and/or assessment forms.



CONTENTS TO EXCLUDE:

1. 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.
2. Personal counselling notes regarding the student. Counselling notes are to be stored separately and securely, by counselling staff.
3. For students involved in the justice system, section 125(7) of the *Youth Criminal Justice Act* specifies 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.
4. Suspension letters.
5. Child protection information.
6. Impact Assessment Profile (IAP).
7. A complete copy of a Violent Threat Risk Assessment (VTRA). The *VTRA Threat Assessment Notification form* is to be included in the Cumulative Record. (Appendix H in the *VTRA Protocol and Resource Guide*).
8. Classroom assessments and student work samples.
9. Behavior/anecdotal notes.
10. Copies of Immigration papers/landing documents.
11. Special program referral forms.



APPENDIX B

Request for Cumulative Record/Information