

Administrative Procedures 320

Student Records



Adopted: June 28, 2011

Amended: December 15, 2022

External References

- Education Act: Sections 85, 87, 175, 231
- Local Authority Freedom of Information and Protection of Privacy Act
- Vital Statistics Act
- Youth Criminal Justice Act
- Records Retention and Disposal Guide for Saskatchewan School Divisions
- Ministry of Education Student Cumulative Record Guidelines August 2011

Internal References

- AP 151 Access to Schools
- AP 180 Local Authority Freedom of Information and Protection of Privacy
- AP 185 Records
- Form 320-1 Cumulative Record (Includes Student Services Provided)
- Form 320-2 Request to Read Cumulative Record
- Form 320-3 Request for Transfer of Cumulative Record

Background

Staff members are to produce and maintain records to assist in provision of educational programs for all students. Information in these records serves two purposes:

- To provide working records about students currently enrolled in the Division; and
- To provide a permanent record of each student's attendance, achievement, and personal information that is pertinent to the student.

The student's cumulative record is an official compilation maintained by the school for the student. It contains factual and objective information regarding a student's academic progress, test scores and attendance.

All such records are for educational purposes only and are to be treated as confidential and for use only by educational professionals and appropriate supportive professional staff.

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

Procedures

1. General

- 1.1 The Principal, except where noted, is responsible for the collection, maintenance and release of student records.

2. Cumulative Records

- 2.1 All Division students must have a cumulative record. Records from other jurisdictions may be used or important information can be transcribed onto a Division record.
- 2.2 The cumulative record shall contain:
 - 2.2.1 The child's full legal name. It may be noted if the child goes by another name.
 - 2.2.2 Birth date (Copy of Birth Certificate).

- 2.2.3 Gender.
 - 2.2.4 Ministry of Education's Learning Identification number.
 - 2.2.5 International student documentation, as applicable (e.g. student visa).
 - 2.2.6 Parent/guardian status recorded as accurately as possible.
 - 2.2.6.1 Parents'/guardians' addresses and telephone numbers.
 - 2.2.6.2 Parent/guardian access to information documentation.
 - Permission: correspondence regarding all parties' access.
 - Restricted: court order or legal agreement.
 - 2.2.7 Pertinent medical or health information for program planning that the parent or student provides, such as provision of medication, student specific emergency plan.
 - 2.2.8 A copy of the Student Incident Report(s) which detail any injury to the student.
 - 2.2.9 A copy of parent-teacher student progress reports at the end of each grade or semester, term progress reports for all grades, and for Grades 10-12, the most recent Ministry of Education transcript.
 - 2.2.10 An annual summary of student's attendance.
 - 2.2.11 Most current documentation of adaptations, modified and alternative courses which shall include:
 - 2.2.11.1 Course type – modified, alternative, functionally integrated.
 - 2.2.11.2 Inclusion and Intervention Plan (IIP)/Student Support Plan/Intervention and Inclusion Plan Rubric.
 - 2.2.11.3 Form 210-1 Recommendation for Student Programming Placement.
 - 2.2.11.4 Further exchanges of confidential information required between the school and an outside agency.
 - 2.2.11.5 The student results of diagnostic tests or other assessments pertinent to program planning, including but not limited to psychological reports, speech pathologists' report, occupational therapists' reports, etc. Outside agency reports which are provided to the school as a result of signed parent consent to be part of student's cumulative record.
 - 2.2.12 Correspondence pertinent to student such as discipline letters.
 - 2.2.13 An up-to-date school(s) attended section including dates of enrollment. For new students, previous out-of-town schools are to be recorded, if possible.
- 2.3 Cumulative Record Completion
- 2.3.1 The Principal is responsible for ensuring that the contents of a cumulative record are updated annually.
 - 2.3.1.1 The record is to be reviewed for unnecessary and outdated information when the student completes elementary grades, middle years and high school. The unnecessary information is removed and destroyed according to Records Retention and Disposal Guide for Saskatchewan School Divisions.

- 2.3.2 Under the supervision of the Principal, the classroom teacher is responsible for entering data in the cumulative record and completing Form 320-1 Cumulative Record (Including Student Support Services Provided).
- 2.3.3 School cumulative records shall be forwarded to the Division Office, within three years after the student turns 22 years of age for disposal as per the Records and Retention Guide for Saskatchewan School Divisions
- 2.4 Cumulative Record Access
 - 2.4.1 Access to a working record will be provided as follows:
 - 2.4.1.1 The individual may request to review the records.
 - 2.4.1.2 Access to student records will be in accordance with LAFOIP.
 - 2.4.2 All letters authorizing information release shall be retained by the Division.
 - 2.4.3 Requests by parents/guardians or students for access to school records are to be made to the Principal.
 - 2.4.3.1 The Principal or designate must be in attendance to interpret the information.
 - 2.4.4 Requests for access to student records located at the Division Office must be made to the appropriate Superintendent of Education.
 - 2.4.4.1 The Superintendent of Education or designate must be in attendance to interpret the information.
 - 2.4.5 Form 320-2 Request to Read Cumulative Record is to be signed by the requesting individual and retained in the cumulative record.
- 2.5 Cumulative Record Transfer
 - 2.5.1 The receiving Principal is responsible for requesting a student's cumulative record from the previous school within approximately one (1) week of a student's transfer, using Form 320-3 Request for Transfer of Cumulative Record.
 - 2.5.2 The student's cumulative record is reviewed by the sending Principal and unnecessary or outdated material is removed and destroyed. The sending Principal completes the school attended section and other as necessary.
 - 2.5.3 Cumulative records are sent via inter-office mail within the Division and by registered mail outside the Division.
 - 2.5.4 A record of the student's name, new school and date that the cumulative record was sent is maintained at the sending school.
 - 2.5.5 If a request for the transferring student's cumulative record is not received, the sending Principal must check the Ministry of Education's student data system to determine whether the student has re-enrolled.
- 2.6 Immunization
 - 2.6.1 There is a long history of sharing information in order for children and society to benefit from immunizations. The disclosure of student information to public health employees so that they can contact students or parents directly would be acceptable under both section 28(2)(n)(i) of LAFOIP (public interest outweighs privacy) , section 28(2)(n)(ii) disclosure would clearly benefit the individual) and section 10(c)of LAFOIP Regulations (to assist in the provision of services).
 - 2.6.2 Information disclosed should be the minimum required by public health in order

to provide the services. Commonly requested Information includes:

- 2.6.2.1 A list of all children in the school so that public health can determine which children are not receiving immunizations. (Because the vaccines are administered at the school, the records of which children are at the school are important. While health records will contain names and addresses of children, information as to which school they attend is either not collected by health or may be out-of-date.);
- 2.6.2.2 Names, contact numbers, and addresses of parents – this will enable the public health nurse to follow up and ensure that the program is fully understood and available if desired.
- 2.6.3 Responsibility for explaining immunization procedures and for obtaining informed consent for the immunizations themselves rests with public health.
- 2.6.4 The duties of the school beyond provision of information will be minimal.
 - 2.6.4.1 The school will be responsible to record the date of the immunization event.
 - 2.6.4.2 The Public Health Nurse will review the permission forms and request which students need to be seen.
 - 2.6.4.3 Any incidents related to the immunization event should be recorded and submitted to the Superintendent of Education with responsibilities for school operations.