

PRINCE EDWARD ISLAND STUDENT RECORD GUIDELINES

Developed and endorsed by:

- ✧ La Commission scolaire de langue française
- ✧ Eastern School District
- ✧ Western School Board
- ✧ Department of Education and Early Childhood Development

La Commission scolaire de langue française



Eastern School District

Western School Board



of Prince Edward Island



Education and Early
Childhood Development

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Introduction

The student record is essential for the smooth transition of a student through the public school system. School boards, in providing for the education of children, are required by the *Prince Edward Island School Act* to establish and maintain a student record for each child enrolled in school. All student records are in the custody and under the control of school boards.

It is the responsibility of the Principal of each school to ensure that a student record is established and maintained for each student enrolled in the school. The Principal must make certain that all collection, documentation, maintenance, retention, transfer, release and disposal procedures are in compliance with all relevant acts, regulations and Minister's Directives including, but not limited to, the *School Act*, the *Adoption Act*, the *Child Protection Act*, the *Custody Jurisdiction and Enforcement Act*, the *Family and Child Services Act*, the *Freedom of Information and Protection of Privacy Act*, and the *Youth Justice Act*. (For some pertinent excerpts from the *School Act*, the *School Act Student Records Regulations* and the *Freedom of Information and Protection of Privacy Act* see Appendix I).

The purpose of the PEI Provincial Student Record Guidelines is to provide clear direction to ensure that student record management is consistent, accurate and accountable across the province. Student record management is governed by the provisions set out in these guidelines. The PEI Provincial Student Record Guidelines document will be revised as required, and reissued to the School Boards.

In this document parent means custodial parent/s or guardian/s.

Definition of a Student Record

As defined in the *PEI School Act Student Records Regulations*, a student record is a collection of information directly related to a student and maintained by a school or a school board in paper, electronic or other form (EC484/98).

The Student Record

The student record consists of

- I The permanent Student Record (Cum Card)

and may include:

- II A Supplementary Student Information Record (Red File)
- III Special Education/Resource Record
- IV School Counselling Record
- V Electronic Records
- VI Other Student Related Information

I Permanent Student Record (Cum Card)

For a detailed list of contents of the Permanent Student Record (Cum Card) refer to Appendix II, and for information about creation and maintenance of the Cum Card refer to Appendix III.

The Permanent Student Record (Cum Card) contains the following:

- Factual personal and demographic information.
- Attendance records.
- Academic achievement records including report cards, transcripts and results of Provincial Common Assessments.
- Adaptations and/or modification forms signed by parents.
- Current Individual Education Plans (IEP) or Transition Action Plans (TAP).
- Information regarding disciplinary actions.
- Information about health issues and/or emergency medical information that may affect the educational programming, health and/or safety of the student (refer to the Minister's Directive, *Procedure for Dealing with Life-Threatening Allergies*, along with the *Information Handbook on Anaphylaxis*).
- If a Supplementary Student Information Record (Red File) is created for a student, the Permanent Student Record (Cum Card) will have a red dot in the appropriate location.

The Permanent Student Record (Cum Card) should not contain any information that is sensitive or potentially embarrassing to the student.

II Supplementary Student Information Record (Red File)

Refer to Appendix IV for a detailed list of contents of the Supplementary Student Information Record (Red File).

When appropriate, a Supplementary Student Information Record (Red File) will be created for a student. The Red File may contain the following:

- Factual personal and demographic information.
- Detailed documentation from school staff regarding assessment reports and interventions and/or supports provided.
- Reports and/or referrals sent to school boards, government and/or other agencies.
- Reports from school boards, government and/or other agencies outside the school such as professional educational, psychological and/or medical assessment reports.
- A record of interventions the child has received.
- A record of whom has had access to the Supplementary Student Information Record (Red File).

A Supplementary Student Information Record (Red File) should **not** contain:

- Raw data from standardised educational assessments administered by such professionals as Special Education/Resource Teachers, School Counsellors and/or Psychologists.

For information about access to the Permanent student Record (Cum Card) and the Supplementary Student Information Record (Red File) refer to the section on Access to Information Contained in the Student Record and the subsection Parent and Student Access to the Student Record.

III The Special Education/Resource Record

Special Education/Resource Teachers may create a resource record for a student that may contain:

- Factual personal and demographic information.
- A copy of the student's current IEP goals.
- Raw data from standardized educational assessments administered by a Special Education/Resource Teacher.
- Documents such as:
 - program information,
 - schedules
 - copies of the recommendations from confidential reports,
 - copies of resource reports, and
 - notes regarding the teacher's involvement with the student.

The Special Education/Resource Record will not contain any information that forms part of a Supplementary Student Information Record (Red File), unless the teacher requires a copy for program planning purposes; when the planning is complete, the copy must be destroyed.

IV The School Counselling Record

Specific guidelines for the school counselling record are provided in *School Counselling Services: Standards and Guidelines Handbook for School Counsellors* (Department of Education, Student Services).

The School Counsellor is responsible for the proper management of the School Counselling Record. As such, the School Counsellor will ensure that:

- Counselling notes, including collateral contact information, are maintained in a separate, secure file, referred to as the School Counselling Record in the office of the School Counsellor.
- Information acquired by a School Counsellor that is used for the purpose of program planning for the student, will be placed in the Supplementary Student Information Record (Red File) separate from the School Counselling Record.
- Reports completed by a School Counsellor will be placed in the Supplementary Student Information Record (Red File).

For information about access to the School Counselling Record refer to the section on Access to Information Contained in the Student Record and the subsection Access to the School Counselling Record.

Note: Student information that forms part of the Permanent Student Record (Cum Card), Supplementary Student Information Record (Red File), Special Education/Resource Record and/or School Counselling Record, must be held in the appropriate record in hard copy.

V Electronic Records

Student record information may be stored in a number of electronic formats. Student record information that is held in electronic formats must follow the same guidelines for maintenance, access, security and transfer as those applied to hard copy student record information.

For information about access to electronic student records refer to the section on Access to Information Contained in the Student Record and the subsection Access to Electronic Student Record Information for Contractual Purposes.

VI Other Student Related Information

i Screeners

Screeners are diagnostic tools that enable specialists and other educational professionals to evaluate a student's performance and/or behaviour at a specific period in time. The results of screeners identify children who may need specific educational and or behavioural programs. Results of Screeners are not to be kept in the Permanent Student Record (Cum Card) or the Supplementary Student Information Record (Red File), but should be kept in a binder in a secure location.

ii. Highly Sensitive and Legal Documents

Documents pertaining to a student that are highly sensitive or legal in nature such as, but not limited to, court orders including Probation Orders, Custody Orders, Access Orders and Restraining Orders, as well as, Child in Need of Protection Referrals, Letters of Investigation and Child in Care of Director documents must be kept in a confidential folder in a secure location in the Principal's office.

For information about access to Highly Sensitive and Legal Documents refer to the section on Access to Information Contained in the Student Record and the subsection Access to the Record Containing Highly Sensitive and Legal Documents.

Refer to Appendix V for a list of contents of the Highly Sensitive and Legal Documents Folder.

Access to Information Contained in the Student Record

The *School Act* states that no person shall knowingly disclose to any person information from a student record that identifies a student. Access to information contained in a student's Permanent Student Record (Cum Card) and/or Supplementary Student Information Record (Red File) is, generally, restricted to:

- Teachers and other school personnel who work directly with a Principal or his/her designate/s.
- Parents, including the non-custodial parent, unless otherwise directed by the court.
- Students who are 16 years of age or older.
- Contracted service providers.

In all other instances, with the exception of those listed in Section 77 (4) of the *School Act* (see below), written parental consent, or written student consent (if the student is age 18 or over) is required to disclose information from a student record that identifies the student. Principals have the responsibility to ensure that school staff are aware of and in compliance with acts, regulations, Minister's Directives and policies regarding the student record and disclosure of personal information.

If a parent of a student (who is age 18 or over) gives written consent to allow disclosure of information held in the Permanent Student Record (Cum Card) and/or the Supplementary Student Information Record (Red File), a record of disclosure of information will be kept in the Permanent Student Record (Cum Card).

Section 77 (4) of the *School Act* states that there are a number of situations in which written parental or written student consent is not required to disclose information from a student record that identifies a student. In compliance with Section 77 (4) of the *School Act*, information from a student record that identifies a student may be disclosed when the disclosure is:

- To a school board employee or other person consulting with or providing services, assessment or advice regarding the student to the student's teacher, Principal, the school board or to an educational institution.
- Approved by the Principal or the Board Superintendent for release to an educational institution, an individual or organization that:
 - (i) is considering acceptance or placement of the student in one of its programs, or
 - (ii) provides scholarship, bursaries or services to a student.
- Authorized by the Board Superintendent, if the Board Superintendent believes on reasonable grounds, that the disclosure will avert or minimize an imminent danger to the health or safety of any person.
- Is made to the Director of Child Protection for the purposes of an investigation under the *Child Protection Act* R.S.P.E.I. 1988, Cap. C.
- Made to a police or corrections agency.
- Required by or under an enactment of the province or of Parliament.
- Required by a court.

I Parent and Student Access to the Permanent Student Record (Cum Card) and/or the Supplementary Student Information Record (Red File)

With regard to parent and student access to information contained in the student record the following apply:

- A student's record may be examined upon request and with a minimum of 24 hours notice by a student who is aged 16 or older.
- A student record may be examined upon written request and with a minimum of 24 hours notice by a parent if the student is under the age of 18.
- At the age of 18, a student has the right to determine who may have access to his/her student record.
- Documentation of who requested to examine a student record will be kept in the Permanent Student Record (Cum Card).
- Parents or students will not have access to information in a student's record that identifies another individual. Therefore, before allowing access to the record, the

record must be examined by the designated staff person and all information that identifies a third party (such as another student) must be severed from the record.

- To ensure the integrity of the record and to respond to questions, examination of a student's record must occur in the presence of the Principal, or other instructional staff member of the school as designated by the Principal, or the Board Superintendent.
- If a parent of a student believes there is an error/s in the information contained in the student's record, they have the right to request that the information be corrected, but this does not include a professional or expert opinion that may be included in a student's record.

II Access to the School Counselling Record

A student's counselling record is highly confidential and every effort must be made to protect the information contained in the counselling record and the privacy of the student. When considering disclosure of information contained in the School Counselling Record, the following apply:

- If a parent wishes to review information contained in the student's School Counselling Record, or wishes to authorise a review of the information by another party, the parent must make a request in writing to the School Counsellor. After receiving the request, the School Counsellor will have a minimum of 24 hours to prepare to meet with the parent or the party authorised by the parent.
- If a student, who is age 16 or over, wishes to review information contained in his/her School Counselling Record, the student must make a request in writing to the School Counsellor. After receiving the request, the School Counsellor will have 24 hours to prepare to meet with the student.
- At the age of 18, a student has the right to determine who may have access to their School Counselling Record. The School Counsellor will have 24 hours to prepare for any meeting related to disclosure of information in a student's counseling record that is authorised by the student.
- In deciding who has access to information contained in a student's counselling record, the counsellor must evaluate the reason for the request, and the effect of the release of information.
- In deciding who has access to a School Counselling Record or to whom information may be disclosed, the school counsellor will be guided by the employer's policies and/or guidelines.
- Before providing access to a School Counselling Record, the counselor must delete any reference to any other student/person in the record.
- The School Counselling Record must be reviewed in the presence of the Counsellor and an administrator and the record is not to leave the Counsellor's office.
- Documentation of who requested to examine a student's School Counselling Record will be kept in the Permanent Student Record (Cum Card).
- Disclosure of information in a student's School Counselling Record may occur when required by law.
- When a student leaves a school, the School Counselling Record stays within the school, but the School Counsellor may transfer a summary of the record to the new school.

- When a School Counsellor leaves a school, the School Counselling Records are transferred to the counsellor's successor.

III Access to Electronic Student Record Information for Contractual Purposes

When third party service providers (contractors) are contracted to provide services for school board operations and/or the administration of education and health related services that necessitate the release of electronic student record information, the board designate must ensure that the request for the electronic student record information:

- Is reasonable.
- Will facilitate the school experience for students.

A contract must be negotiated that will ensure that:

- Only the minimal amount of electronic student record information that is necessary to provide the contracted service will be released.
- Electronic student record information will be used only for the contracted purpose/s.
- Only third party staff who are involved in the delivery of the service will have access to the electronic student record information, and all such staff will sign confidentiality agreements.
- Electronic student record information will be housed in Canada and will not be shared across international borders, that is, the service provider must be in compliance with the *Personal Information Protection and Electronic Documents Act (PIPEDA)*.
- If the contract includes one or more school boards, as well as, the Department of Education and Early Childhood Development (even if the Department's role is financial only), the contract must be signed by one signatory from each party.
- The maintenance, access, security and transfer of electronic student record information must follow the same guidelines as those applied to hard copy student record information, and must be guaranteed by the contractor.
- Before a contract is signed, the parties must ensure compliance with the Government of PEI Non-Disclosure Agreement.

IV Access to the Record Containing Highly Sensitive and Legal Documents

Access to the Record containing highly sensitive and legal documents is restricted to the Principal, the principal's designate and the School Counsellor.

Transfer of the Student Record

Note: This section pertains to individual requests for transfer of student records that occur during the school year, and not the end-of-year mass transfer of student records from one school level to the next.

When a student transfers to another school, it is the responsibility of the Principal or designate to ensure the safe and confidential transfer of the Permanent Student Record (Cum Card) and the Supplementary Student Information Record (Red File) and/or appropriate electronic records. When a student transfers within the PEI public school system, to reduce the risk of loss of the original copy of the Permanent Student Record

(Cum Card) and the Supplementary Student Information Record (Red File), the school sending the records must document how and when the student record was transferred.

I Transfer within the PEI Public School System

When a student transfers from one school to another within the PEI public school system, the original of the Permanent Student Record (Cum Card) and the Supplementary Student Information Record (Red File), as well as, electronic records are transferred to the receiving school. Before these portions of the student record are transferred, they must be reviewed to determine that only appropriate contents are contained in the record. It is recommended that the transfer occur between the school principals or their designates. If it is necessary to transfer the record through another means, the record must be transferred by courier or registered mail to protect against loss.

II Transfer to a School in Another Province or to a Private School

When a student transfers to a school in another province, or to a private school, the parent (if the student is under the age of 18), or the student (if the student is 18 years or older) must complete and sign an Authorization to Obtain/Release Information Form before a copy of the Permanent Student Record (Cum Card) and Supplementary Student Information Record (Red File) may be transferred to the receiving school in either hard copy or electronic format.

Storage, Retention and Destruction of the Student Record

All forms of student records must be stored in a secure manner, in accordance with board policy and procedures.

Based on the *PEI School Act* Student Records Regulations, the Permanent Student Record (Cum Card) must be kept for 73 years from the date of birth of a student and the Supplementary Student Information Record (Red File) must be kept for 39 years from the date of birth of a student. Boards have agreed that the School Counselling Record and the Special Education/Resource Record must be kept for 39 years from the date of birth of the student.

Schools must retain any personal records that have been used to make a decision about a student for one year from the time of use of the information.

Destruction of all forms of student records must occur in a manner that protects the privacy of the student and ensures that the information cannot be retrieved. Student records that are maintained at board offices must follow the same retention and destruction protocol that is followed in the schools.

Appendix I: Excerpts from *PEI School Act*, *PEI School Act Student Records Regulations*, and *PEI Freedom of Information and Protection of Privacy Act*

1. (a) Excerpt from *PEI School Act* – Section 77

G. Student Records

77. (1) A school board shall ensure that schools under its jurisdiction establish and maintain, for the prescribed period, a record for each student enrolled at a school.
- (2) Subject to the regulations, a board shall establish written procedures respecting the storage, retrieval and appropriate use of student records.
- (3) Student records are the property of the school board.
- (4) No person shall knowingly disclose to any person any information from a student record that identifies a student, unless the disclosure complies with the regulations and is
- (a) made with the written consent of (i) the student's parent, or (ii) in the case of a student who is of the age of majority, the student;
 - (b) made to a school board employee or other person consulting with or providing services, assessment or advice regarding the student to the student's teacher, principal, the school board or to an educational institution;
 - (c) approved by the principal or the Unit Superintendent for release to an educational institution, an individual or organization that (i) is considering acceptance or placement of the student in one of its programs, or (ii) provides scholarships, bursaries or services to a student;
 - (d) authorized by the Unit Superintendent if the Unit Superintendent believes on reasonable grounds that the disclosure will avert or minimize an imminent danger to the health or safety of any person;
 - (e) made to the Director of Child Welfare for the purposes of an investigation under the Child Protection Act R.S.P.E.I. 1988, Cap. C-5.1;
 - (f) made to a police or corrections agency;
 - (g) required by or under an enactment of the province or of Parliament; or
 - (h) required by a court order.
- (5) Notwithstanding subsection (3), the Minister and employees of the Department
- (a) shall have access to information contained in the student records of school boards;
 - (b) may compile and maintain student records; and
 - (c) shall not disclose information from student records except in the manner provided by subsection (4).
- (6) Every person who fails to comply with subsection (4) is guilty of an offence under this Act.
- 77.1 (1) Subject to section 81, a parent may, in accordance with the regulations, examine the student records kept by a school or a school board respecting the child of that parent.
- (2) A person who is at least 16 years old may, in accordance with the regulations, examine the student records kept by a school or a school board respecting that person.

77.2 Nothing in this Act authorizes the release of information from any record kept under this Act to any person in a manner contrary to the Youth Criminal Justice Act (Canada) or the Youth Justice Act R.S.P.E.I. 1988, Cap. Y-3. 1993, c.35, s.77; 2006,c.39,s.8.

1. (b) PEI *School Act* Student Records Regulations

Pursuant to section 147 of the School Act, R.S.P.E.I. 1988, Cap. S-2.1, Council made the following regulations:

1. In these regulations

- (a) “examine” means, in the context of student records, a personal inspection and review of a Student record or an oral description or review of a student record;
- (b) “student record” means a collection of information directly related to a student and maintained by a school, or a school board, in paper, electronic or other form. (EC484/98)

2. Student records shall contain, but are not limited to the following information:

- (a) factual personal and demographic information, including student's legal name, gender, provincial student number, date and place of birth, residence address and telephone number, grade and school attended, names, addresses and telephone numbers of the parents and place of employment;
- (b) academic achievement and attendance records;
- (c) academic support information including psychometric information, health status and medical conditions, and other health related information as requested by a parent; and
- (d) other information respecting the student, as required by school board policy. (EC484/98)

- 3. (1) Subject to section 81 of the Act, a parent of a student may examine the student's records in the presence of the principal or other instructional staff member of the school as designated by the principal or the Unit Superintendent.
- (2) A notation shall be made in each student record, listing all persons or agencies, other than instructional staff members, that have examined a student record.
- (3) Subject to section 55 of the Act, information contained in student records, in the possession of or under the control of a school board, may be provided to a person approved by the Minister, for system reporting, or research and statistical purposes, provided that parent or adult student authorization is obtained where information identifies a student. (EC484/98)

4. School boards shall establish a policy and procedures to ensure

- (a) the security of the information contained in the student records during active use as well as during their retention in storage;
- (b) the regular review of active student records for the removal of material that is no longer considered conducive to the improvement of the instruction of the student;
- (c) the transfer of student records between schools;
- (d) the safe and secure storage and retention of student records;
- (e) disposal of student records in accordance with these regulations. (EC484/98)

- 5. (1) Destruction of student records may be made, in accordance with school board policy, not earlier than
 - (a) 55 years after the student attains the age of 18 years, for those records described in clauses 2(a) and (b); and

(b) 21 years after the student attains the age of 18 years, for those student records described in clauses 2(c) and (d). (EC484/98)

1. (c) Excerpt from PEI *Freedom of Information and Protection of Privacy Act* – Section 1

1. “personal information” means recorded information about an identifiable individual, including
- (i) the individual’s name, home or business address or home or business telephone number,
 - (ii) the individual’s race, national or ethnic origin, colour or religious or political beliefs or associations,
 - (iii) the individual’s age, sex, marital status or family status,
 - (iv) an identifying number, symbol or other particular assigned to the individual,
 - (v) the individual’s fingerprints, blood type or inheritable characteristics,
 - (vi) information about the individual’s health and health care history, including information about a physical or mental disability,
 - (vii) information about the individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been given,
 - (viii) anyone else’s opinions about the individual, and
 - (ix) the individual’s personal views or opinions, except if they are about someone else.

Appendix II: Contents of the Permanent Student Record File (Cum Card)

A Cum Card contains factual and current demographic information about a student, as well as, cumulative information on academic achievement and attendance. Information that forms the student’s Cum Card includes, but is not limited to, the items in the following checklist.

Factual Personal and Demographic Information:

Original student registration/information collection form
Student’s full legal name
Gender
Date of Birth
Place of Birth (if available)
Provincial ID (database ID)
Student Number (database ID)
Grade and school attended
Student’s address and telephone number
Parent/Guardian name/s, address/es, and telephone numbers
Current emergency contact information
Current after-school and early closure contact information, where required
Copy of current Student Information Form
Student Photo (Optional)
Court Ordered Custody and Student Access Information Form, where warranted
Administering Medication or Medical/Physical Procedures Form
Any Anaphylaxis and Epi-Pen documentation, as outlined in the Information Handbook on Anaphylaxis
Computer and Information Technology Acceptable Use Agreement for students
Any general permission or information forms required by the board (e.g. media release, travel forms, low risk activities form, etc.)
Violent incident reports, letters of suspension, and other disciplinary actions concerning events deemed relevant, severe, or showing a pattern of behaviour
Leaving date and destination (if known), if leaving the PEI public school system
Copy of any request for records received from destination school (Authorization to Obtain/Release Personal Information) if transferring to a school outside the PEI public school system
Approval to attend school out of zone
Any parent/guardian/student request to access student record

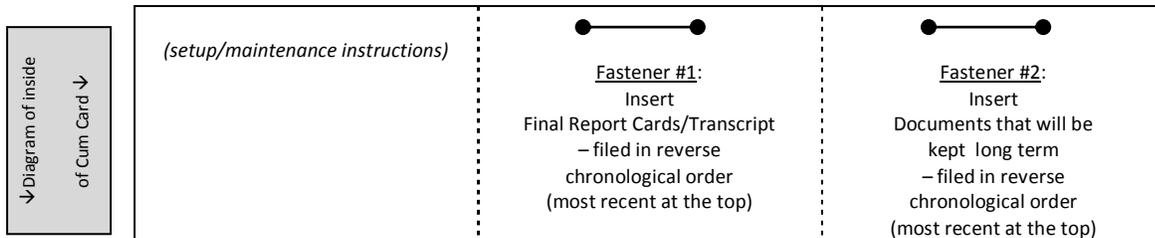
Academic Achievement and Attendance:

Type of program (e.g. regular, French Immersion) – may be included on report card
Copy of most recent report card
Copy of <u>each year’s</u> final Report Card, <u>including attendance summary</u>
Copy of final high school transcript
For students with IEP/TAP, a signed copy of the student’s IEP/TAP and update to this IEP/TAP (current + previous year)
<u>All</u> record(s) of course/curriculum adaptations and/or record(s) of course/curriculum modifications
Supporting documentation and intervention plans for a student when they are placed or retained, if required by board
Reading Recovery-Observation Summary for Multiple Assessments form
Copy of each year’s end-of-year Resource Program Reports (<u>Not assessment reports</u>)
EAL Language proficiency assessments and program recommendations (protocols to be maintained by the assessor)
Provincial Common Assessment results

The Cum Card should **not** contain any information that correctly belongs in other student records, for example, information that should be in Supplementary Student Information Record (Red File), the School Counselling Record, or Highly Sensitive and Legal Documents file.

Items that may be purged at the end of a school year include such items as miscellaneous notes; reports no longer relevant to student’s education (e.g. summer tutoring from past years); early dismissal plans; notes from parents; yearly permission forms (unless of long-term legal relevance); suspension forms/letters for minor and non-repetitive infractions; etc.

APPENDIX III: CREATION/MAINTENANCE OF THE PERMANENT STUDENT RECORD (2010 CUM CARD)*



NOTE: Cum Cards for all students entering kindergarten should be set up using the 2010 version.

<p>INITIAL SETUP OF CUM CARD:</p> <ul style="list-style-type: none"> - Complete Student information file folder label - create and attach computer-generated label, or print legibly - Enter "Destruction Year (earliest)" – year of birth + 74 – print legibly - Enter Common Name (<i>may be changed in future years, if necessary</i>) – print legibly
<p>MAINTENANCE OF CUM CARD:</p> <p>(1) Documents</p> <ul style="list-style-type: none"> - <u>Fastener #1</u> – Attach final report card for each grade, and final transcript. File in reverse chronological order. - <u>Fastener #2</u> – Attach documents that will be kept in the Cum Card long term (<i>e.g., initial student registration form, some permission/release forms, parent requests for file access, etc.</i>) - Other documents - Documents that will be replaced or discarded can be left loose in the Cum Card (<i>e.g., single year or short-term forms, interim report card or transcript, etc.</i>). <p>(2) School Information and Promotion History</p> <ul style="list-style-type: none"> - DO NOT USE LABELS on this portion of the Cum Card. - <u>Grades K-9:</u> Each school year, enter information for School Year, School, Grade, and Program. At the end of the school year, teacher to (1) insert final report card in fastener; (2) put checkmark in box (RC✓) to indicate report card has been inserted; (3) check off Placed, Promoted or Retained; (4) print their name; and (5) sign and date. - <u>Grades 10-12:</u> Each school year, enter information for School Year, and School. At the end of the school year, teacher to (1) insert final report card in fastener, (2) put checkmark in box (RC✓) to indicate report card has been inserted, (3) enter number of credits earned for the year, (4) print their name, and (5) sign and date. - <u>Exit from high school:</u> When the student graduates from, transitions from or leaves high school, complete all items in Exit from High School section, insert a copy of the final transcript in fastener, and put checkmark in box (TC✓) to indicate transcript has been inserted. <p>(3) Supplementary "Red" File Exists – indicate the existence of a Red File with a red "dot" in the location provided.</p>

MAINTENANCE OF THE PERMANENT STUDENT RECORD (PRE-2010 CUM CARD)*

Schools will continue to maintain the pre-2010 version of the Cum Card in the same manner as they have, using the provincial and board student records management guideline documents to dictate the information to be retained in the file.

Some recommendations have been generated as a result of the new 2010 format:

- By ensuring a copy of each year's report card, including attendance data, is included in the Cum Card, schools can dispense with the manual completion of marks, etc. on the exterior of the Cum Card. THIS COPY MUST BE SIGNED BY THE HOME ROOM TEACHER. It is recommended that schools affix a two-hole fastener to the inside of the Cum Card and place the report cards in that fastener. Senior high schools should also ensure the inclusion of a signed copy of the final transcript.

- The new label format, which includes full legal name, date of birth, gender, provincial ID, and student number may be used on the pre-2010 Cum Card.
- Schools may choose to complete a School Information and Promotion History form to summarize the student's school history within the Cum Card, completed according to the instructions above.

*Refer to Provincial and Board student records management documents for detailed instructions on Cum Card maintenance.

Appendix IV: Contents of the Supplementary Student Information File (Red File)

A “Red File” is created for a student if/when deemed appropriate. The information contained in this file is more sensitive than the factual and academic information contained in a student’s cumulative record. Access to this file should be kept limited, available to teachers and other school personnel on a “need to know” basis, as determined by the principal or designate.

INFORMATION THAT FORMS PART OF THE STUDENT’S RED FILE INCLUDES, BUT IS NOT LIMITED TO, THE ITEMS IN THE FOLLOWING CHECKLIST.

	Record of Access sheet, to provide a record of who has accessed the file
	Tracking form
	Reports from educational, intellectual, behavioural and/or emotional assessments or consultations. This would include individual assessments as administered by Resource/Special Education Teachers, School Counsellors, board-based Consultants or Psychologists. NOT RAW DATA*
	Reports from health services/agencies such as Speech and Language, Occupational Therapy, H.E.A.R., APSEA, Child and Family Services, IWK Health Centre, and private practitioners.
	Any sensitive additional health related information as requested by the parent or student to be placed in the student record, including information from medical professionals.
	Copy of referrals sent to board Student Services or to services or agencies outside the board (e.g. Speech-Language, Mental Health, etc.).
	Consent form for Educational Assessment (psych.) – consultant involvement
	Threat assessment documentation.
	Appropriate forms that have been signed by parents that give the school authorization to obtain or release information about the student (Authorization to Obtain/Release Personal Information)
	Contact, consultation, and case conference notes
	EAL Intake documentation

*Raw data from assessments ARE NOT to be included in Cum Cards or Red Files. Such data are to be kept in the professional files of the person who conducted the assessment, and retained for the same period of time as information in the student’s Red File.

Appendix V: Contents of the Highly Sensitive and Legal Documents Folder (Principal's "Legal File")

Some documents that pertain to a student are highly sensitive or legal in nature. These documents must be kept in a confidential folder in a secure location in the Principal's office.

Such documents include, but are not limited to, the items outlined in the following list.

Probation Orders
Child Protection Referrals
Custody and Access Orders
Restraining Orders
Copy of School Incident Report Form and any corresponding permission forms, where litigation may be possible.