

Administrative Application	
Students 9600	Last Reviewed /Approved on: December 12, 2025
Student Cumulative Records	References: The Education Act, 1995 The Local Authority Freedom of Information and Protection of Privacy Act Labour Standards Act Ministry of Education, Student Cumulative Record Guidelines (2023) Records Retention and Disposal Guide for Saskatchewan School Divisions Sept 2019 Youth Criminal Justice Act Policy 12 – Role of the Director
	Status: Operational

Preamble

The Regina Catholic School Division (RCSD) believes that personal, confidential, and private individual information should be protected from public access. The Ministry of Education provides the *Student Cumulative Record Guidelines (2023)*, which are updated as required. These guidelines establish suggested procedures for creating, maintaining, storing, and transferring Cumulative Records.

Federal and provincial privacy and information-sharing legislation shall be followed in creating, maintaining, and using Cumulative Records.

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

Principals are responsible for the overall management of Cumulative Student Records, including the delegation of site-based responsibilities regarding the general maintenance of Cumulative Student Records.

Definitions

1. Cumulative Record

The Cumulative Record shall be the official working record for all Prekindergarten to Grade 12 students, including those with intensive needs, currently enrolled in Regina Catholic School Division. The Cumulative Record is the property and responsibility of the Board of Education while the student attends school in this school division. The Cumulative Record “contains factual and objective 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 essential for assisting in students’ successful transition to another school.” *Ministry of Education, Student Cumulative Record Guidelines (2023)*.

2. ***The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)***
This 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.
3. ***Youth Criminal Justice Act***
This Act includes specific requirements pertaining to the collection, publication, access, and destruction of information pertaining to young offenders.

Application

1. **General Contents**

According to the *Student Cumulative Record Guidelines (2023)*, each Cumulative Record should include:

- a. The student's name as registered under *The Vital Statistics Act, 1995* or, if the student was born in another jurisdiction, the pupil's name as registered in the jurisdiction
- b. Any legal documentation regarding a change to the student's name
- c. Other names by which the student is known
- d. The birth date and gender of the student
- e. The student's provincial Learning Identification number (LID)
- f. The name(s), address(es) and telephone number(s) of the student's custodial parent(s) or guardian(s)
- g. the name(s), address(es) and telephone number(s) of other parent(s) or guardian(s) who may have custody orders that permit or restrict access to the student or the student's personal information
- h. Copy of parental order or agreement
- i. the student's diagnostic assessment reports relevant to instructional planning, including reports from psychologists, Speech-Language pathologists, occupational therapists, etc.
- j. parental consent forms to exchange information with outside agencies (health, social services) and/or consent for assessment
- k. Medical information about the student pertinent to program planning that the parent or student provides

- I. 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 adaptations at the end of each grade or semester; term progress reports
- m. An annual summary of the student's attendance
- n. A student who has an Inclusion and Intervention Plan (IIP), a copy of the current and previous plan or documentation indicating that the student has an IIP in the provincial Student Data System or the MySchoolSask/MonÉcoleSask program
- o. For a student with a safety plan, a copy of the current and previous plan

In addition, Regina Roman Catholic Separate School Division #81 guidelines require that schools include the following information, which is kept as a permanent part of the Cumulative Record:

- a. Baptismal Certificate (if applicable)
- b. Student Registration Forms
- c. Student photographs (K, 2, 5, 8)
- d. Current reading level if available (e.g., pupil benchmark)
- e. Information collected from other agencies (e.g., Child and Youth) obtained by school division personnel, unless those reports have been sent directly to Student Services Department
- f. Educational interventions, such as Learning Resource Program reports
- g. English as an Additional Language Records (e.g., Initial Language Assessment, , Updated CFR Levels, EAL Students Experiencing Difficulty)
- h. Student Support Plans (current report and the report from the previous year)
- i. Parental consent forms for Student Services involvement (e.g., SSWIS, Family Support Coordinator, School Counsellors)
- j. Suspension and/or Expulsion Letters
- k. CODE 61 Letters
- l. Jordan's Principle Application, Supporting Documents, and approval confirmation with ISC Number.
- m. VTRA/ARTO notification

2. Contents to Exclude

- a. Records or anecdotal notes of legal investigations
- b. Records of the student's involvement as a Young Offender. 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.
- c. Personal counselling notes
- d. VTRA/ARTO – Full document
- e. Classroom Assessments
- f. Child Protection Information
- g. Student work samples
- h. Copies of Immigration documents
- i. Special program referral forms

3. Maintenance of Student Cumulative Records

- a. The school is responsible to organize the contents of the Cumulative Record by school year
- b. When registering a child for kindergarten, principals must determine if the student has attended a prekindergarten program. If the child has attended another program that falls under the auspices of the Ministry of Education, a Cumulative Student Record already exists, and a request for transfer of Cumulative Student Records is required
- c. The school principal is responsible for ensuring that the contents of a Cumulative Record are maintained appropriately. A record of schools attended should be kept up to date, along with dates of enrollment. The documents in the Cumulative Record must be kept chronologically by year (oldest to newest)
- d. Cumulative Records must not be removed from the secure office area
- e. A record indicating the transfer of records out of the school (e.g., to the Catholic Education Centre or to another school division) must be kept up to date
- f. The student's legal name, date of birth, and ministry number must be recorded on a label in the top left corner of the cumulative record.

4. **Cumulative Record Access**

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. When a student transitions from one school to another, it is recommended that the principals, or their designates, of the sending and receiving schools communicate directly with one another to discuss the transition of the student and the student's accommodation in a new school setting, as necessary. This will ensure the receiving school has the benefit of all relevant information. This step is particularly important for a student with intensive needs.

- a. All Cumulative Records are to be kept in a secure, locked environment, with access limited to approved school personnel such as principals, vice-principals, office managers, learning resource teachers/special educators, and the child's classroom teacher(s).
- b. Access to the student's Cumulative Record is governed by the provision of LAFOIP.
- c. In most instances, parents/guardians of children under the age of eighteen (18) years have the right to see any school records pertaining to their child(ren). Persons eighteen (18) years of age or older have the right to access their own Cumulative Records. They may request copies of any school-division-generated documents contained in the Cumulative Record. Schools may not copy records from other agencies (e.g., a psychological report from Child and Youth Services).
- d. Any review of the Cumulative Record by non-school-based personnel must be done in the presence of the principal. Any interpretation of Student Services' reports or documentation may require the expertise of the school learning resource teacher or the school counsellor. Principals may interpret general information.
- e. Any non-school-based personnel requesting to view or obtain copies of any part of that record must complete a Request for Information following the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP).
- f. The following may view the record:
 - i. authorized officers of the Ministry of Education
 - ii. school officials designated by RCSD
 - iii. a youth worker, as defined in the Youth Criminal Justice Act, 2002, who requests access for purposes of that Act
 - iv. a court representative when requested by subpoena
 - v. third parties where written authorization for information release is obtained from the parents or guardians of students seventeen (17) years of age or younger or from students eighteen (18) years of age or older or sixteen

(16) years of age or older and living independently. All letters authorizing information release shall be retained by the school division.

In all cases, the person viewing must sign a declaration stating that they acknowledge that this opportunity was available. Anyone receiving copies of documents from the Cumulative Record must fill out appropriate forms (see attached "Cumulative Record Access Request").

5. Student Cumulative Record Transferring In

Within five working days of a student's enrollment, the principal shall request the student's Cumulative Record from the student's previous school. The request for the Cumulative Record Form is attached.

6. Cumulative Record Transfer Out

- a. Upon receiving a request to transfer a Cumulative Record, the principal shall send the Cumulative Record, including all the contents outlined in General Procedures, 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.
- b. Cumulative Records are sent to the Catholic Education Centre. The transfer is recorded, and the Cumulative Record is sent to the receiving school. If the student has not registered in a Saskatchewan school and no request for the Cumulative Record has been made, the Cumulative Record is housed securely at the Catholic Education Centre.
- c. Cumulative Records transferred from Grade 8 classrooms to Grade 9 classrooms within RCSD are transferred between schools. A record of the Cumulative Record transfer must be kept at the school.
- d. Without exception, schools must forward Cumulative Records to the Catholic Education Centre in RCSD when:
 - i. a student leaves the school division
 - ii. the status (location and/or situation) of a student is unknown
 - iii. a student is deceased

7. Cumulative Record Retention

The Records Retention and Disposal Guide for Saskatchewan School Divisions 2019 recommends that boards retain Cumulative Records and the marks contained in them until the student is 25 years old. RCSD requires that Cumulative Records be destroyed in a secure manner three (3) years after the student has reached 22 years of age.

CUMULATIVE RECORD ACCESS REQUEST
(To be placed in student's cumulative folder.)

Student Name		Grade	
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Parents have the right to view and request copies of information contained within the Cumulative Record. The parent/guardian will review the record in the presence of the principal and sign so indicating. At 18 years of age, the student also has this right.

After Examining Record

I have read the above-mentioned record(s).

Signature of Authorized Viewer

Date

Principal's Signature

Date

If the Parent/Student/Guardian Requests a Copy of Material in the Record

I have received a copy of the following material from the above-mentioned record(s).

Signature of Authorized Viewer

Date

Request for Cumulative Record

Record of Request

Name of School Requesting Cumulative Record		
School Division	Date Requested	
Address		
Contact Person	Title	Phone Number

Student Information

Name		
Previous School		Previous School Phone
D.O.B.	Gender	Provincial Ministry ID
Address		
Parent/Guardian		
Address (if different for student address)		

Record of Transfer

Name of School Sending Cumulative Record		
School Division		
Date Cumulative Record Sent		
Signature		Title
Name of School Receiving Cumulative Record		
Date Cumulative Record Received		
Signature		Title

Appendix 1

Before disposing of records existing prior to the implementation of LAFOIP in 1995, school divisions should take reasonable steps to inform the public that the records will no longer be available (e.g., placing the information in newsletters, on websites, or in newspapers).

LEGISLATION PERTAINING TO THE DISPOSAL OF CUMULATIVE RECORDS

The Education Act, 1995: The Ministry of Education (the Minister) has authority under section 369 of *The Education Act, 1995* to approve the disposal of all public documents that a board of education of a school division (a board) has by resolution authorized for disposal. Section 369 authorizes boards to deposit any of their public documents with the Saskatchewan Archives Board (SAB). The SAB has shown interest in retaining certain board documents.

The Minister has ordered that boards not dispose of public documents before the end of the retention periods listed in the *Records Retention and Disposal Schedule*, September 2019. The Minister recommends that boards of education:

1. Prepare and send to the SAB by post or in electronic format detailed descriptive lists of their public documents referred to in board resolutions that authorize their disposal. This inventory list must include titles of records, dates, brief contents description, the volume of records, location of records, and any other information that may be helpful in identifying records. The scheduled disposal information should be included on the inventory list. The board resolution must be recorded in the minutes of the board meeting.
2. Sixty (60) days after sending lists to the SAB as referred to in (1), dispose of public documents either:
 - a. if requested by the SAB, by sending the originals to the SAB; or
 - b. if not requested by the SAB, in any manner that is consistent with the board's record disposal best practices and taking into consideration any general advice from the SAB; and
3. comply with all laws when releasing or otherwise disposing of public documents, including the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* that may pertain to any personal or other confidential information contained in public documents.

In addition, records should be destroyed in the presence of a witness. A destruction notification form/letter should be completed and recorded. The notification should include the list of documents being destroyed, date, location of the disposal, and the signature of two (2) authorized persons witnessing the destruction. All sensitive information must be destroyed by confidential shredding services.