



TRI-COUNTY REGIONAL SCHOOL BOARD
POLICY and PROCEDURES

| Title | Effective Date | Revision Date | No. of Pages |
|--|----------------|---|--------------|
| NO. 411 CUMULATIVE RECORD CARDS | April 1, 1996 | January 26, 1999 – 1 st April 16, 2002 – 2 nd | 3 |

It is the policy of the Tri-County Regional School Board to maintain complete and up-to-date cumulative records for all students.

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| PROCEDURE under Policy No. 411 |
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1. The materials included in the cumulative record cards should be only those required for appropriate guidance, placement and programming.
2. Student record cards are confidential documents and shall be treated as such by the professional staff.
3. Student record cards shall be available to the professional staff, the parents, and students who have reached the age of maturity (19 years).
4. It is the responsibility of the principal to ensure the records are maintained.
5. Student records are the property of the school board and are to remain in the school the student last attended in the district.
6. When a student transfers to another school copies of the student's records are to be forwarded with a request for confirmation of receipt.
7. For additional requirements for Cumulative Record Cards for special needs students, please refer to the Student Services Policies and Procedures Handbook (Policy No. 403).
8. All records are to be kept in a secure location.

Cross reference: Policy 723 – Records and Information Management

APPENDIX A

CUMULATIVE RECORD CARDS FOR SPECIAL NEEDS STUDENTS

According to the Education Act and its regulations the student records are to contain:

1. attendance records
2. results of ongoing assessment and student evaluation
3. information to assist in educational programming for students.

More specifically, the cumulative record card provides for the recording of the following information:

1. student identification date
2. student and family demographic data
3. school administrative data
4. medical data
5. attendance
6. academic record
7. student services reports, IPP's, IMP's, BMP's, transition plans, PPT meeting notes, and related information, with the exception of confidential information which should be filed separately.
8. other data and assessment items approved by parent(s)/guardian(s).

Collection of Information

1. Generally the collection of information and the recording of it is the responsibility of the homeroom teacher.
2. The school's administration, guidance counsellor, and student services staff may also record and put information in the card.
3. General demographic data may be collected and recorded by the school secretary.
4. Cumulative record cards are to be flagged in the top right hand corner with a red dot to represent medic alert.

Access Rights

Cumulative record cards are to be kept in a secure facility which has limited access, i.e., storage container that can be locked.

Individuals who have access to the cumulative records cards are as follows:

1. custodian parent(s)/legal guardians of the named student
2. teaching staff who have teaching responsibilities for that student
3. students services professional staff
4. a non-custodial parent with legal access to the child.

APPENDIX A (cont'd)**CUMULATIVE RECORD CARDS FOR SPECIAL NEEDS STUDENTS (cont'd)**

Upon request, a student or his/her parent/guardian may have access to the student's file. During access, school or Student Services staff personnel must be present to help in the clarification or explanation of information in the card.

Written consent by the parent/guardian, the custodial parent in the case of a separation or divorce, or if the student is of the age of majority, must be obtained before access is given to:

1. an outside professional agency or institution
2. the non-custodial parent without legal access to the child
3. any other individual.

Where there is a court order that grants a non-custodial parent access, the school board will allow the non-custodial parent access to the child's records.

Consent is not required when the principal is issued with a subpoena for the release of such documents, or where the document or information is authorized to be released by court order or other due process.

1. Cumulative record cards on current students are to remain in the school at all times and are to be kept in a secure area.
2. Cumulative record cards of former students are to be kept in a secure area where access is restricted.
3. For students who transfer within the Board, their cumulative record card should be forwarded to the receiving school in a sealed envelope by inter-school mail or hand delivery by school personnel.
4. When a student changes school, his/her original cumulative record should be forwarded to the new school. Copies of those documents should be retained by the initiating school until the receiving school has acknowledged receipt of the originals.

The maintenance of the cumulative record card is the responsibility of the homeroom teacher. The destruction of the cumulative record file and its contents is prohibited.