

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Student Records			
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AP Owner:	Privacy Officer	Last Review Date:	MAY 25, 2026
Legal Reference(s):	<i>The Education Act, s 85, 160, 231</i> <i>Local Authority Freedom of Information and Protection of Privacy Act</i>		

Background

Student records provide documentation of each student's attendance, academic profile, achievement, and personal demographic information. They are used to provide a working profile of students who are enrolled in the school, and they are used by staff to help provide appropriate educational programming for students.

These records are confidential containing sensitive and personal information. As such, management of student records shall be done in compliance with Living Sky School Division (LSKYSD) administrative procedures on privacy, with Ministry of Education policies, with direction of the Office of the Privacy Commissioner, and with relevant provincial statutes and legislation.

Scope

This procedure applies to all facilities in the division collecting student information and/or storing student records. This includes, but is not limited to, student data systems, cumulative records, student services files, and other files maintained by staff in support of student programming and assessment.

Definitions

The **Cumulative Record** (cume) contains a student's personal and demographic information, academic records, attendance reports, achievement reports and relevant professional assessment reports related to the student's educational program. As the term "cumulative" implies, information is added to the record each year as the student progresses through the grades. When a student moves from one school to another, the Cumulative Record must follow the student. A cumulative record contains information affecting the decisions made about the student's education regardless of the manner in which it is maintained or stored, electronic or hard copy.

Learning Management Systems (LMS) are programs that support student learning by providing a platform for collaborating, sharing content, and submitting assignments.

Student Information Systems (SIS) are database systems maintained by LSKYSD or the Ministry of Education that collects and maintains demographic and academic data about students that is required to administer the Prekindergarten to Grade 12 education program.

A **Student Services File** is a collection of records maintained by SSTs about a particular student that are not contained in the Cumulative Record folder. These files are maintained



Roles & Responsibilities

Classroom teachers shall be responsible for entering data in the Cumulative Record and SIS as directed by the Principal. They shall also be responsible for managing student records on LMS and other programs in accordance with relevant policies related to records and privacy.

Learning Services staff (including counsellors, educational psychologists, occupational therapists, and speech language pathologists) shall be responsible for maintaining specialized records regarding targeted services and assessments of students.

Principals or designates, under the supervision of the director or designate, shall be accountable for:

- collecting, maintaining, and releasing Cumulative Records,
- managing annual updates to the Cumulative Record, including the removal of unnecessary and outdated information, and
- managing the receipt and transfer of Cumulative Records.

The **Privacy Officer** shall be, as designated by the director of education, accountable for policy related to records, including student records.

Secretaries are responsible for regular maintenance of cumulative folders and SIS data, which includes such actions as adding new student information, updating information, managing files, and transferring records to other jurisdictions.

Student Information Systems technical analyst shall be responsible for maintaining the integrity of SIS data accessed by LSKYSD staff.

Student Services Teachers shall be responsible for determining whether a student requires a student services file of records and shall be responsible for ensuring adequate storage and maintenance of the file.

Procedures

General

1. All Prekindergarten to Grade 12 students, inclusive of those with intensive needs, in Living Sky School Division shall have a cumulative record and an SIS record.
2. All student records under the care and control of LSKYSD are the responsibility of LSKYSD staff to manage and maintain. Access to student records is determined by appropriate LSKYSD staff.

Cumulate Records

3. The Cumulative Record shall contain at minimum the following:
 - a. the 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;
 - b. other names by which the student is known or student's preferred name as authorized in accordance with *The Education Act, 1995, s 197*;
 - c. the birth date and gender of the student;
 - d. the student's provincial Learning Identification Number (LID);
 - e. the name, address and telephone numbers of any custodial parents or guardians;



- f. the name, address and telephone numbers of any other parents or guardians who may have custody orders that restrict access to their child or the child's personal information;
 - g. a copy of any current custody order;
 - h. a summary or report of achievement at the end of each term, semester, or grade;
 - i. a copy of any record of adaptations (ROA) or inclusion and intervention plan (IIP) to support student learning and achievement;
 - j. the student's results of diagnostic tests or other assessments pertinent to program planning, including but not limited to psychological reports, speech-language pathologists' reports, and occupational therapists' reports, including related parental consent forms;
 - k. parental consent forms for:
 - i. assessment;
 - ii. preferred name and pronouns (for students under the age of 16); and
 - iii. Third-Party Consent Forms for exchanging information with outside agencies;
 - l. medical information about the student pertinent to program planning that the parent or student provides;
 - m. an annual summary of the student's attendance; and
 - n. for a student who has a safety plan, a copy of the current and previous year's plan.
4. Consent forms supporting a student's assessment, preferred name and gender pronouns, or exchange information with outside agencies (health, social services) shall remain in the student's Cumulative Record for the duration that it is applicable. Name and gender shall not be included in the annual student information verification process.
5. Additional information collected by the school from third parties and external agencies shall be placed in temporary files and shall not become part of the permanent student record, eg: records of social services visits.
6. All records shall be stored and retained in accordance with the School Records Retention and Disposal protocol (*internal document*).

Student Information Systems

7. All students shall have records in the student information systems (SIS) used by LSKYSD to maintain student information on enrollment, contact information, learning and academic performance, and other demographic and personal information necessary for administering educational services.
8. Student information in these systems shall be maintained and updated by school secretaries, classroom teachers, and SSTs as is relevant to the information.
9. Access to SIS records shall be determined by Student Information Systems technical analysts in coordination with the relevant Service Lead.

Learning Management Systems and Other Programs

10. Classroom teachers may use LMS or other programs and applications to support student learning in the classroom. Student information on these platforms constitute a student record.



11. Classroom teacher shall ensure records held on LMS and other programs conform to relevant LSKYSD procedures regarding privacy and records, including the Trusted Applications & PIA List maintained by IT (internal document).
12. Classroom teachers shall manage access to student records on LMS and other programs for classroom use.

Student Services Files

13. A separate Student Services File may be maintained for students who receive specialized supports, assessments, or individualized programming. These files must not duplicate documents already required in the Cumulative Record. The existence of any supplemental Student Services file must be documented in the student's Cumulative Record.
14. This file may include:
 - a. assessment reports (e.g., psychological, speech-language pathology),
 - b. intensive needs documentation,
 - c. behaviour or safety plans,
 - d. internal Student Services notes, and
 - e. interagency communication relevant to programming.
15. All student files are considered confidential records and shall be stored in accordance with the School Records Retention and Disposal protocol (internal document). Furthermore, access to the student services file is restricted to authorized personnel directly involved in the student's educational program and granted solely by the SST or principal.
16. When a student transfers to another school, the receiving school may request any student records that are not included in the cumulative record. Regardless, the student services file shall be transferred with the cumulative record.
17. Further details on a Student Services Files can be found in the Student Services Teacher Handbook (*internal document*).

Learning Services Files

18. Separate files may be maintained by Learning Services staff who provide direct programming for a student. These files shall be maintained in accordance with relevant LSKYSD procedures and professional body regulations. When there is a conflict between the two, the more restrictive procedure shall be followed.
19. Access to these records shall be determined by the Learning Services staff in coordination with the relevant Service Lead.

Access to Records

20. Requests to access records shall be made to the staff who maintain access, except in the case of cumulative records and student services files. Access shall be granted in accordance with administrative procedure 5.38 *Records Collection, Access, and Privacy*.
 - a. Staff shall be present when records are viewed to interpret information and maintain the security of the record.

- ## Storage and Transfer

- ## Related

Student Services Teacher Handbook (*internal document*)

Student Cumulative Record Guidelines (Government of Saskatchewan)