

<p style="text-align: center;"><b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><b><i>POLICIES AND GUIDELINES</i></b></p>	<p><b>STUDENTS</b> <span style="float: right;"><b>IV-A-2</b></span></p>
	<p><b>STUDENT RECORDS</b> <b>CONTENTS OF STUDENT RECORDS</b></p>
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### CONTENTS OF STUDENT RECORDS

The **cumulative record must** contain the following:

- completed identification block with the full legal name; legal documentation must be presented to the school (see **Appendix A, Completion Instructions for Student Cumulative Records**, 1988)
- attendance record
- dates of enrolment, transfer, withdrawal, graduation
- identification of services provided by school and board
- record of academic progress, all student report cards
- pertinent medical information, including where applicable the Strait Regional School Board's Emergency/Medical plan
- document the existence of any other files held by the school that relate to an individual student (except the youth criminal justice record). Examples include, but are not limited to, resource and reading recovery.
- All mandatory transcripts and attachments, including (if applicable) the Record of Short-term Work/Community Placements and/or Cooperative Education Related to Learning Outcomes in IPP, see Appendix B, and the Individual Program Plan (IPP) Annual Outcomes, see Appendix C. **Completed transcript attachments must be signed by the principal.**

The **cumulative record must** contain the following, if applicable:

- Student Support Plans as mandated by the Department of Education
- Reading Recovery™ entry and exit dates, exit status and Observation Summary for Multiple Assessments form
- individualized program plans (IPPs) and IPP Review Forms
- record of adaptations (see Policy 2.2, *Department of Education Special Education Policy Manual*)
- custody documents
- legal documents pertaining to legal name change
- referrals, reports, parental consent forms and correspondence to and from the Board and outside service providers not deemed to be sensitive or not required to be included in the confidential record
- documentation supporting foreign students
- student photograph

The **cumulative record may** also contain,

- student participation in extracurricular activities written in the comment section

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The **cumulative record** shall not include:

- standardized test protocols
- samples of student work
- discipline notes
- confidential records from psychologists
- sensitive letters to and from parents
- sensitive communications from private practitioners and/or agencies such as Community Services, Mental Health, hospitals, etc.
- communications from Department of Justice officials including police officers, the courts, probation officers, etc.

The **student confidential record** must contain the following, if applicable:

- psychological, psychiatric, psycho-educational, psycho-social, and formal speech-language assessment reports
- confidential case conference reports, both from within the school system and from agencies outside the school system
- sensitive third-party information, from an outside agency or professional (who is a recognized service provider and not employed by the school board), such as assessments from Family and Children's Services, psychologists, mental health clinicians, hearing and speech clinicians, occupational therapists, physiotherapists, medical doctors, and social workers, including referrals, reports, correspondence, and informed consent from parent(s) that may contain confidential information
- Individual Program Planning Team meeting notes on individual students and related confidential information
- notices relating to student suspension (suspension notices for a period of not more than five school days should be destroyed after six years. Suspension notices for a period greater than five school days are kept during the student's enrolment in the public school system.)

The **youth criminal justice record** may include the following:

- court documents including probation documents
- restorative justice plans or plans describing extrajudicial measures
- all case conference notes and notes pertaining to extrajudicial measures under the *Youth Criminal Justice Act*
- all other records in which a student is identified as being investigated or convicted or as receiving programs or services under this Act.

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## Guidelines

### 1. Opening, Closing and Completion of a Student Cumulative Record

When a student cumulative record is opened, the date of entry must reflect the first date the student attended the school. All student withdrawals from the school must also be entered on the student cumulative record in the comments section. The student record may be closed following a reasonable period determined by the principal and so noted in the comments section. At the discretion of the principal and based upon the student's circumstances, a student record may be closed and reopened numerous times, with a requisite notation.

### 2. Inserts into the Student Cumulative Record

During the school year, all student report cards must be entered in the cumulative records.

At graduation or when the student withdraws, a copy of the transcript must be entered into the cumulative record.

As set down in the *Special Education Policy*, individualized program plans (IPPs) identifying annual individual outcomes and specific individualized outcomes must be documented, placed, and kept in the cumulative record. **The IPP from each year must be retained in the student record.** Specific adaptations must be documented in the student record.

**The existence of a student confidential record is indicated by a yellow sticker affixed to the Cumulative Record next to the Medical Alert section.**

### 3. Changes or Corrections to the Student Record

Subject to *The Freedom of Information and Protection of Privacy Act*, a student record may be changed or corrected as set down in this Policy.

All requests for change or correction to the student record must be made in writing to the principal.

If a student (current or former), a parent or school professional staff request a change or correction to the student record, the following procedure will apply:

- if the principal decides the student record or part of the student record is inaccurate, the change is made and the change is documented in the student record (for example, comment section of the Cumulative Record).

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- if the principal decides the student record or part of the student record is accurate, no change is made, but a notation is made in the student record of the request (for example, comment section of the Cumulative Record).
- if the principal decides the student record or part of the student record was accurately recorded but there is a subsequent variation in circumstances to render the student record or part of the student record inaccurate from that time on, the student record or part of the student record is changed at the time of identifying the inaccuracy and documentation of the request for a change is kept

Name changes must be accompanied by legal documentation. A photocopy of the legal documentation must be placed in the cumulative record.

Where a third party requests information from the student's record in relation to changes or corrections, the principal shall, subject to the FOIPOP Act, YCJA, or any other applicable laws only provide such information from the record to which the student has provided written consent.

**4. Appeal Procedure for Changes or Corrections**

With respect to changes or corrections of a student record, a student or the student's parent may, in writing, refer the matter to the superintendent of the school board if they do not agree with the principal's decision. The superintendent or designate will request the Regional Education Officer review the request, make a final and binding decision according to this Policy, and inform the participants accordingly. In accordance with Section 32 of the FOIPOP Act, if the individual is not satisfied with the decision, he or she should be advised in writing that they have the right to request a review of the decision by the FOIPOP Review Officer under the FOIPOP Act or they may appeal the decision to the Supreme Court of Nova Scotia.

**5. Other Forms of Media Regarding Student Records**

Student records or any part of student records may be micro-recorded or recorded and stored electronically in a manner that permits the printing of a clear and legible reproduction which should be undertaken only when required. A school board may record student records electronically for safe long-term preservation. Any conversion of paper records to alternate format must consider that future access is ensured in light of technology changes.

Prior to long-term electronic retention of student records, a school board should consider whether original documents, particularly documents containing signatures, should be recorded electronically.

Any micro-recording, electronic file, image, digital reproduction, or other reproduction or facsimile of a student record is subject to the security and access requirements applicable to the original student record.

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**6. Accidental Loss/Destruction of Cumulative and Confidential Records**

In the event of accidental loss/destruction of a cumulative or confidential record of a student currently enrolled, a replacement student record must be opened immediately. The principal or designate must ensure that the parent(s)/guardian(s) of the student receive written notification of the loss of the student record in a timely manner. A notation indicating that the previous student record has been lost/destroyed must be noted on the new student record. The replacement record must contain a copy of the written notification of the accidental loss or destruction provided to the parent(s)/guardian(s) and student.

In the event of accidental loss or destruction of a cumulative or confidential record of a former student (within 25 years of the student's graduation or departure from the school), and upon written request from the former student, a replacement record may be made with information readily available from other sources, with the notation that the record is a replacement including the circumstances related to the loss or destruction.

**7. Accidental Loss or Destruction of Youth Criminal Justice Records**

In the event of accidental loss or destruction of any youth criminal justice records, the Director of Community Corrections, Department of Justice, must be notified immediately, who will then direct a course of action.

**8. Retention of Cumulative and Confidential Records**

As outlined in the Education Act [S. 63 (2) (e) (f)], school boards may not authorize the destruction of records related to school attendance and student progress found in student cumulative records or in student confidential records.

School boards must protect student records and ensure that personal information contained is safe-guarded even with long-term storage. Long-term storage does not apply to youth criminal justice records (please refer to Policy IV-A-5, **Youth Criminal Justice Act Records Management**).

Student records must be stored in locked cabinets or secure rooms designated for file storage.

Student records of students who have graduated, left school without graduating, or transferred out of the province or public school system will be maintained with the same level of security as the student records of students currently in attendance.

Student records of graduating students are to be securely stored by year of graduation.

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**9. Retention and Destruction of Youth Criminal Justice Records**

Youth Criminal Justice Records should be retained and destroyed in accordance with Section 119 (2) clause 125 (7)(c) and Section 128 of the YCJA. If the retention and destruction periods are not noted on the record, principals should consult with the Director of Programs and Student Services.

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**Appendix A: Completion Instructions for Student Cumulative Records, 1988**

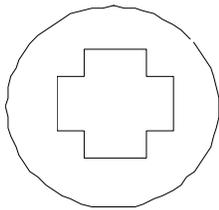
Entries are to be made in ink. Sticky notes must not be used. The following are the completion instructions for student cumulative records.

**Identification Block:**

Name
------

Date of Birth
Day                      Month                      Year

This section is on each page of the folder. It is to be filled in on each page. **NOTE:** The complete legal name is required; the surname is first, followed by the given names. The name to be used is the one which appears on the birth certificate or other legal document. The name by which the child is known should be underlined, e.g., Smith, Pat Allison. If a nickname is used, place it in brackets, e.g., (Allie).



**Medical Alert:**

This area is designed to facilitate rapid identification of medical conditions. The Medical Alert section consists of a cross within a circle in the upper right hand corner. In a case where a student has a significant medical condition, the cross must be colored **red**. The student cumulative record must be stored in such a manner that the Medical Alert section is immediately visible. In a case where a student has an Emergency Medical Plan, a copy of the plan must be stored in the Cumulative Record.

<b>Confidential Record</b> <b>Date:</b> _____
--

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Year	Grade	Age (Sept.)	Program
------	-------	-------------	---------

**Column Heading:**

This section appears at the head of each column.

**Year** - school year, to be recorded 02/03, 03/04, etc.

**Grade** - refers to the grade in which the student is registered.

**Age (Sept.)** - the age that the student has attained as of September 30 of the present school year.

**Program** - records the program in which the student is registered, i.e., regular, French Immersion, etc. Students who have not met the outcomes of the regular school curriculum must have an Individual Program Plan (IPP). The use of an IPP must be noted in the Program Block. A copy of the IPP must be stored in the student cumulative record and updated on a yearly basis. In addition, written summaries of progress and program outcomes recorded on the IPP Review Form must also be included in the student cumulative record. Material of a sensitive nature pertaining to the student should be stored in the student confidential record.

**Demographic Block:**

<i>Home Address</i>
---------------------

Complete postal address (including postal code).

<i>Resides with (name)</i>
----------------------------

Name of person with whom the student resides, if any (use complete name and title. i.e., Mr., Mrs., Ms., Dr., Rev., etc.).

<i>Relationship (phone)</i>
-----------------------------

Relationship to the student, of the person with whom the student resides, e.g., parent, foster parent, relative, friend (include the phone number)

<i>Legal Guardian (phone)</i>
-------------------------------

This block is to be filled in when the legal guardian is different from the person with whom the student resides (include the phone number; if it is the same, print "as above" in this space.)

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*Name of School*

Name of the school the student currently attends in the Strait Regional School Board.

*Name of Home Room Teacher*

Name of the student's present home room teacher.

*Name of Previous School and Board*

Name of school and school board from which the student transferred.

*Date of Entry*

Date that the student began classes in the present school.

*Speech and/or Learning Difficulties*

Any speech and/or learning difficulties should be briefly noted; descriptions of assessment and assistance to be described in greater detail on the Standardized Tests page of the cumulative record

*Vision/Hearing*

Any known vision and/or hearing conditions should be recorded in this block; results of screening tests done should be briefly noted and greater detail is to be provided on Standardized Tests area in the Individual Assessment section.

*Chronic Conditions*

Ongoing medical conditions possibly affecting the student's performance in school, e.g., allergies, asthma, epilepsy, diabetes, etc. Details to be supplied in the Strait Regional School Board Emergency/Medical Plan form in the student cumulative record. Significant medical conditions must also be flagged via completion of the Medical Alert section of the student cumulative record.

*Medication*

Medications that could possibly affect a student's performance in school and/or that are administered during the school day should be recorded in this section and on the student's Strait Regional School Board Emergency/Medical Plan form, where applicable.

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<i>Disabilities</i>	Physical or mental disabilities as diagnosed by appropriate personnel
<i>Accidents or Serious Illness</i>	Acute and/or chronic medical conditions which may affect student performance and progress in school.
<i>Counsellor and Interview Date</i>	Indicates that the student has been seen by the guidance counsellor(s)
<i>Days Absent/Present</i>	To be completed at end of school year; if there is excessive loss of time, indicate the reasons; extended absences (over five days) should be explained, e.g., hospitalized, extended family vacation, etc. The attendance summary must specify the number of days absent and the dates of the days or half days or periods that the student was absent from school.

Course
Language Arts
Math
Social Studies
Science
Music
Art
French
Health
Physical Education

**Course Block: Elementary**

Spaces are provided for elementary courses described in the *Public School Programs*. Two blank spaces are provided for teachers to insert other courses approved by the Minister.

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				Final	At Grade	Above	Below
					○	○	○
					○	○	○
					○	○	○
					○	○	○
					○	○	○
					○	○	○
					○	○	○
					○	○	○
					○	○	○
					○	○	○

This section of the student cumulative record must be completed in accordance with school board/ provincial policy on assessment, evaluation and reporting. Users will note that in the section devoted to marks, there are five spaces per course. Letter and/or number marks must be used in accordance with regional/ provincial policy.

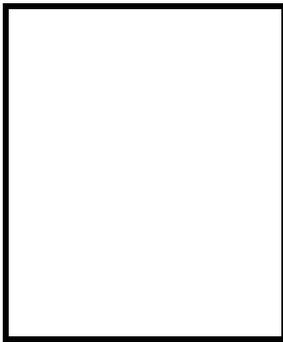
Especially important in this section are the oblong spaces indicating the level which the student has achieved - at, above, or below grade level. Users shall ensure that the appropriate space is darkened to indicate the level which the student has achieved by the end of the school year. This is particularly important for decision making regarding future programs for the student.

Comments/Date	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---------------	---

**Comments Block:**  
 This section appears at all school levels. In elementary and junior high, it is found in columns separated by year; in senior high, comments will be made on the five full-width lines. At year-end or semester-end, a summary of student progress may be noted in this section, including: promotion/retention; academic difficulties/excellence; future program recommendations; transition/transfer to new schools. Entries in this section must be dated.

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Date of Photo \_\_\_\_\_



**Photograph Section**

Each of the three levels of elementary, junior high and senior high has a space for a photograph. The date must be filled in to identify when the photograph was taken.

				Final	At Grade	Above	Below
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Course Block: Junior High School**

Again, there are five mark spaces per course and the **at, above, or below** grade level oblongs are to be filled in.

They denote academic achievement of grade level curriculum outcomes.

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				Final	Credit
					○
					○
					○
					○
					○
					○
					○
					○
					○
					○

**Course Block: Senior High School**

Courses with provincial identification coding must be filled in here. There are five mark spaces per course. Users will note that there are two course columns. Courses shall be noted in the order in which they are taken by the student in grades 10, 11 and 12.

For each course there is a block to indicate whether credit has been received. If the student has received a credit, use a check mark (✓); if not, indicate with a dash (-).

Running totals may be calculated at the end of each year by the use of one of the lines in the course block. There are spaces for 41 courses. At the end of the course block there is a space for total accumulated credits.

**Standardized Tests:** Information on individual assessments completed by school personnel are to be recorded in the student cumulative record by the assessors (e.g., school psychologist, speech-language pathologist, resource teacher, YSF, etc.)

Individual Assessment						
Dare of Referral	Reason for Referral	Referred to: Worker/Agency	Assessment Date	Report Retained (Date)	Report Retained By	Comments

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**Individual Assessment**

This section serves as an indicator that formal individualized assessment has been completed. Written, informed parental consent is required for **any** formal individualized assessment. Students and parents have the right to access copies of assessment reports upon request. Assessment reports must be stored in a student confidential record.

**Date of Referral**

Date that formal referral is made to worker/agency.

**Reason for Referral**

This section need not be completed, since this information will be recorded in the assessment reports.

**Referred to Worker/Agency**

This space is used to identify the person or agency that did the assessment.

**Assessment Date**

Date or dates when the assessment was completed and noted on the report.

**Report Received**

Date the assessment report was received by the referring person/agency.

**Report Retained By**

Identify location(s) of report; e.g., school or board offices or both. The existence of a student confidential record is indicated by a yellow sticker affixed to the Cumulative Record next to the Medical Alert section. All student records are to be stored by the principal and/or designate in a secure area, with access granted according to these guidelines.

**Comments**

This section may be used to elaborate on the particulars of the assessment, e.g., assessment completed during a series of sessions as opposed to one date, location, etc.

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**Individual Educational Assistance** Information on individual assistance provided by school personnel is to be recorded in the student cumulative record by the appropriate staff member (e.g., resource teacher, reading recovery teacher, speech-language pathologist, YSF, guidance, behaviour interventionist, etc.)

Although student program assistant support may be noted by supervising teachers, student program assistants do not have access to student records and cannot complete this or any section of student cumulative records.

Individual Educational Assistance	
Type/Date/Results	Type/Date/Results

This section records specialized, individual assistance given to a student throughout the school year. Examples include Reading Recovery™, resource support, Student Program Assistant support, peer tutoring, etc. All entries must be dated.

**Nova Scotia Achievement Tests**

Nova Scotia Achievement Tests
Type/Date/Results

No longer applicable.

**Other Tests**

Other Tests
Type/Date/Results

This section records other standardized tests administered to groups. The date, test, title, form of test may be recorded here. These may include aptitude, interest or achievement tests. Test results are recorded in assessment reports that are stored in the student confidential record.

**Appendix B**  
**Record of Short-term Work/Community Placements and/or**  
**Cooperative Education Related to Learning Outcomes in IPP**



**High School Transcript**  
**Individual Program Plan (IPP) Annual Outcomes**

**Birth Data:**

**Student Identifier:**

**School Address:**

**Phone:**

**Fax:**

**RECORD OF SHORT-TERM WORK/COMMUNITY PLACEMENTS AND/OR  
CO-OPERATIVE EDUCATION RELATED TO LEARNING OUTCOMES IN INDIVIDUAL  
PROGRAM PLAN**

Short-term work/community placements are designed to complement and extend students' in-school learning. The work/community placement typically consists of 10–25 hours and offers students the opportunity to apply or extend knowledge and skills learned through in-school courses.

Co-operative education (courses) involve a community-based component and are characterized by learning outcomes directly related to work experience, generic employability skills and skills specific to a particular career, occupation, or job.

<b>Duration of Placement</b>	<b>Business/Company Agency/Organization</b>	<b>Description of Activities/ Job Functions</b>	<b>Short-term</b>	<b>Co-op</b>

An official transcript bears the school seal

\_\_\_\_\_  
**School Official Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Appendix C**  
**Individual Program Plan (IPP) Annual Outcomes**



**High School Transcript**  
**Individual Program Plan (IPP) Annual Outcomes**

**Birth Data:**

**Student Identifier:**

**School Address:**

**Phone:**

**Fax:**

**Following is a list of the student's annual outcomes for each year for all areas designated in the Individual Program Plan (IPP).**

Year	Area	Annual Outcomes Achieved

An official transcript bears the school seal

\_\_\_\_\_  
**School Official Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

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