

STUDENT CUMULATIVE FILE

Background

The files are to be kept in a secure, central location at each school for easy access for anyone involved with a specific student.

Procedures

1. [Student Services Received Checklist](#) must be stapled to the inside of the cumulative file folder for each student as soon as they enroll in the District. One sheet will serve as the record for three years. New Student Services Received sheets will be stapled on top of the previous three-year record. Sheets should be added in Kindergarten, Grades 3, 6 and 9.

2. The following information should be filed in every student's cumulative file:
 - 2.1. Report Cards
 - 2.2. Data collection sheets
 - 2.3. Behaviour incident reports
 - 2.4. Custodial orders

3. The following information should be included in a student's cumulative file if the student is receiving extra support, but is not identified on the 1701:
 - 3.1. Individual Education Plan
 - 3.2. Assessments
 - 3.3. School Based Team minutes
 - 3.4. Student Services referral forms
 - 3.5. Consultation meeting minutes/notes
 - 3.6. School support services reports: AESW, YCW, and school or district counsellors
 - 3.7. Itinerant specialists' reports or assessments: OT, PT, SLP, ELL
 - 3.8. Inter-agency communication and documentation

Reference:

Approved: August 2012
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