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Nova Scotia Student Information System

Nova Scotia Public Education System

Student Cumulative Record Handbook

Student Information System - PowerSchool

Revision Date:
November 28, 2014

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1. OVERVIEW

The ***Student Records Policy – August 2006*** (also known as "Student Records Policy") outlines the directives by defining that student records are "well maintained, contain accurate, complete, and up-to-date information, and are in compliance with all relevant acts and regulations."[1] The Student Records Policy outlines the directives for the Cumulative Record, Confidential Record, and the Youth Criminal Justice Record.

The Student Records Policy is the definitive resource available to direct the management of student information including access to those records and protocols for transferring student information between schools within the province and outside of the province, as well as, agencies outside the public education system. PowerSchool is the provincial student information system being used to manage student information within the public education system.

The iNSchool program includes implementation of a common student information system (PowerSchool) and a system to manage the extended services and programming (ESP) offered to students (TIENET).

PowerSchool and TIENET will:

- Reduce the number of paper cumulative records that need to be created – it will not eliminate the requirement to create a paper-based file. It is estimated that 60-70% of students will no longer require a paper-based cumulative record during the course of their educational career.

- Reduce the amount of content required to be maintained in a paper-based cumulative record. For those students that have a paper-based cumulative record, only the information that cannot be maintained in PowerSchool or TIENET system is required.

This handbook is a companion to the Student Records Policy and highlights key considerations for managing a student's Cumulative Record.

The guidelines outlined in this handbook are effective beginning in September 2012.

2. CUMULATIVE STUDENT RECORD PROCEDURES

2.1. GUIDING PRINCIPLE

If the information is available in an electronic format (PowerSchool, TIENET, or some other media, as per board guidelines), which can be easily reproduced, it does not need to be printed and filed in the paper cumulative record.

According to the Student Records Policy, "a cumulative record must be opened, following registration, on a timely basis". ***Once a student is registered and enrolled within PowerSchool, the student's electronic cumulative record has been "opened".*** PowerSchool and TIENET contain the majority of a student's cumulative record information related to the student's educational progress. ***A physical file does not need to be opened until information is provided that cannot be stored within PowerSchool.*** When a cumulative file is opened, it must be identified with the Student's Legal Name, Provincial Student Number, and Date of Birth.

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[1] Student Records Policy – August 2006, Department of Education, Student Services Division, http://www.ednet.ns.ca/pdfdocs/studentsvcs/student_records/StudentRecordsPolicy_Aug2006_web.pdf

a. Information that may be included in the **physical** (i.e., information that is not stored within the electronic cumulative record) cumulative record includes (please refer to the Student Records Policy for a complete list of the **required** and **optional** information that comprises the cumulative record):

- Custody documents (required, if applicable)

- Documentation as proof of legal name and date of birth (optional)

- Legal documents related to legal name change (required, if applicable)

- Documentation supporting international students (subject to board policy)

- Reading Recovery – replaced with **Success in Reading** in September 2011; Reading Recovery is only applicable to CSAP which was granted permission to continue the program for an interim period of time; existing information collected for this program (prior to September 2011) is to be retained within the paper cumulative record

- Success in Reading – information collected is subject to existing practices and/or board guidelines (if defined)

- Literacy Support Plan or other initiatives – information collected is subject to existing practices and/or board guidelines (if defined)

- Referrals (other than behaviour incident referrals), reports, parental consent forms and correspondence to and from the board and outside providers not deemed to be sensitive or not required to be included in the confidential record (optional, subject to board policy or guidelines).

2.2. REPORT CARDS

The electronic cumulative record report includes a section on academic progress. The "Academic Progress" section includes the Learner Profile, marks and comments that appeared on each report card for the student. In the majority of cases, the electronic cumulative record report is sufficient in capturing the student progress data. However, an actual reproduction of a report may be necessary.

As a minimum recommendation, each school should save an electronic version (PDF) of the report cards at the end of the school year. Each school should follow existing practices for the storage and security related to the access of this electronic backup.

The **Response Form** is a valued communication from the student or parent back to the school. The Form should be sent to the school principal who, in turn, forwards it to the teacher or teachers who should receive the completed form for their information (and address it accordingly). *The Response Form does not need to be retained in the cumulative record file and should be destroyed by the teacher at the end of the school year.*

2.3. EXISTING PAPER CUMULATIVE RECORDS

PowerSchool and TIENET are the primary sources for storing student information. When the public education system started using these systems, not all (existing) student records were moved over to these systems. Data collected and stored in the paper cumulative records prior to the introduction of PowerSchool and TIENET remain in a physical format and are an important component of a student's

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cumulative record. Also, any information that exists in a paper format that is provided after an electronic cumulative record has been opened will be stored in a paper-based cumulative file. In these cases, *the paper-based cumulative file in conjunction with the electronic cumulative record represents the complete cumulative record for the student.*

2.4. ELECTRONIC CUMULATIVE RECORD REPORT

A report exists within PowerSchool to display or print a Cumulative Record Report for a selected student.

Select a student->Choose "Cumulative Record" from Enrolment section from the menu.

REMEMBER to choose CUMULATIVE RECORD and NOT Cumulative Info!!

Not all of the information is generated in a single report. Additional reports across systems (e.g., PowerSchool and TIENET) may need to be printed to provide a complete cumulative record for the student.

You may view the report within PowerSchool/TIENET or you may print the report, if necessary.

It is recommended that the cumulative record report is only printed upon request from parents/guardians, students, student transfers to a school outside of Nova Scotia, or other agencies as outlined in the Student Records Policy.

To print the Cumulative Report you must be accessing PowerSchool using **Internet Explorer**

2.4.1. STUDENT INFORMATION
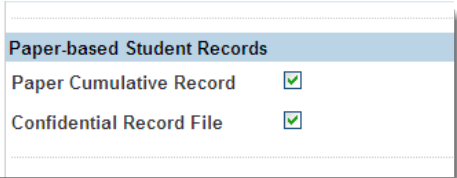
Item	What you need to know or do

Student Legal Name	a) A **complete legal name** is required for all students attending school within Nova Scotia. It is the responsibility of the person in charge of each school to enforce the requirement for evidence of legal name and the age (date of birth) of each student during enrollment.
	
	A Nova Scotia transcript and diploma are considered official documents for the student and require the student's complete legal name in order to be valid.
	
	b) The **legal** name of a student shall be the name that appears on one of the following documents, submitted by the parent/guardian/caregiver:
	
	   i. Birth Certificate
	
	   ii. Adoption Documents
	
	   iii. Court Order
	
	   iv. Immigration Documents
	
	   v. Valid Passport
	
	It is the responsibility of the person in charge in the school to inform the parent/guardian/caregiver to provide the appropriate documentation within a reasonable timeframe; *seven days is a reasonable deadline*.
	
	c) **Name changes** for students may be done within PowerSchool provided the school obtains the **appropriate legal documentation of the name change** as outlined in the Student Records Policy. Otherwise, any legal documents produced (i.e., transcript, diploma) are not valid without proof of the correct legal name of the student.
	
	Adoptions
	
	a) If a student is legally adopted, then the school completes a legal name change within PowerSchool. As part of the process, you must identify the documentation presented to verify the legal name change. Legal adoption documents qualify as valid documentation. The school must notify the Provincial Student Module Administrator at

Item	What you need to know or do
	Statistics & Data Management. The PSM Administrator assigns a new Provincial Student Number to the adopted student which is updated within PowerSchool. b) The *Adoption Information Act* does not permit maintaining a record with a birth name and adoptive name on the same file. Once a name change is completed within PowerSchool, the electronic cumulative record contains the new name. **Physical files (cumulative and/or confidential) must also be updated.** i. Contact Statistics & Data Management to request a new Provincial Student Number. Statistics & Data Management may assist you with updating the Provincial Student Number within PowerSchool, if needed. ii. Change the legal name of the adopted student within PowerSchool (using the new Provincial Student Number). TIENET is automatically updated during the overnight processes to reflect the necessary changes. The changes to PowerSchool and TIENET must be completed in the same day. iii. Update the parent/guardian names associated with the adopted child within PowerSchool. iv. Only alter those documents/reports produced by the school or school board. All other third party information is not altered and retained in the original file. Recommend to the adoptive parent that such information exists but updated versions (if needed) of those documents are required to be placed into the cumulative and/or confidential student record file. v. Report cards (current, past and future) produced contain the child's adoptive name. vi. All student information should be reviewed to determine if comment sections reference the correct name. For example, comments entered by school staff for report cards and/or incident management may include references to the child's name. *The iNSchool project team continues to work with representatives from the Department of Education to finalize the processes related to adoptions. This section will be updated as the processes are further refined.*
Provincial Student Number	Nova Scotia Unique Student Identifier assigned to all students. *Must be the prescribed 10-digit number; no other number is acceptable*.
Date of Birth	In accordance with the Education Act, "every person over the age of five years and under the age of twenty-one years has the right to attend a public school". The cumulative record must contain the student's complete legal name and date of birth. When a new student is registered at a school within Nova Scotia, documentation must be presented to the school to validate the student's legal name and date of birth (i.e., proof of age). Students should not be registered without this validation. Proof of age can be verified with a birth certificate, passport, or immigration papers. The Birth Certificate Documentation field on the Demographics page provides these options. If no verification documentation is provided, please select the appropriate option. However, a school is required to follow-up with a student or the student's parent/guardian to obtain the appropriate verification documentation.
Sex	Male or Female (as identified on the birth certificate or other legal document)
Year	Most recent academic year the student is enrolled
Grade	Current grade the student is enrolled
Age	Calculated based on Date of Birth and the date the cumulative report is generated

Item	What you need to know or do
Program	Name of public school program the student is enrolled in **Programs:** English, French, French Immersion (Early or Late), Integrated French, Adult Education, or Vocational. *Select the appropriate program code from the drop down list and DO NOT type a value into the field.*
Residency Status	As recorded for International students
School	Name of the school the student currently attends
School Board	Name the school board where the school is located
Anticipated Year of Graduation	Date the student is expected to graduate with a Nova Scotia High School Graduation Diploma The value displayed is in the format of *June, YYYY* (representing the year of graduation). Some students may complete their high school credits earlier in the academic year, however, the student does not officially 'graduate' until June when they officially receive their diploma.
Paper Cumulative Record Exists	According to the Student Records Policy, the cumulative record file must note the existence of any other files (with the exception of the Youth Criminal Justice Record). Since PowerSchool is an electronic cumulative record, it must have the ability to note the existence of an additional cumulative record (i.e., a physical file) or a confidential record file, if applicable. PowerSchool includes two indicators or flags for identifying the existence of a physical file – cumulative and/or confidential student records. a. The *electronic* **Cumulative Student Record File** exists of the information housed within PowerSchool and/or TIENET. b. A **secondary (paper-based) Cumulative Record** exists to 'hold' information that cannot be stored electronically – e.g., photocopies of the proof of the student's legal name, documents related to a legal name change, parental/guardian consents, etc. *This flag is located in PowerSchool: Select a student -> Demographics*
Confidential Record Exists	It has always been the practice to identify within the Cumulative Record file that a **Confidential Record** file exists for a student. With the introduction of PowerSchool, you are still *required to identify the existence* of the Confidential Record (as per the Student Records Policy). This is recorded in the electronic cumulative student record file, i.e., PowerSchool. *This flag is located in PowerSchool: Select a student -> Demographics*
Student Photograph	Most recent student photograph

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2.4.2. PARENT/GUARDIAN INFORMATION

Item	What you need to know or do
Name	Name of Parent/Guardian
Relationship	Relationship of the parent/guardian to the student
Email	
Mailing Address	Student's address is listed unless otherwise specified for the parent/guardian. Includes Number, Street, City, Province and Postal Code
Civic Address	Student's address is listed unless otherwise specified for the parent/guardian. Includes Number, Street, City, Province and Postal Code
Home Phone	
Work Phone	
Cell Phone	
A maximum of two parents/guardians are listed.	

2.4.3. EMERGENCY CONTACT INFORMATION

Item	What you need to know or do

Item	What you need to know or do
Name	Name of contact.
Relationship	The relationship of the contact to the student.
Home Phone	
Work Phone	
Cell Phone	
Email	
A maximum of three emergency contacts may be listed.	

2.4.4. MEDICAL INFORMATION

▾ MEDICAL INFORMATION

Doctor Name		Doctor Phone	
Health Card Number:		Health Card Expiry Date:	

( ) Allergies - Severe Allergic Reaction	(X) Anxiety / Depression
( ) Asthma	( ) Diabetes
( ) Epilepsy / Seizure	( ) Heart Condition
( ) Flight Risk (due to diagnosed medical condition)	
Other potential life-threatening medical condition(s):(please specify)	

Health Care Plan:	N	Emergency Care Plan:	N
Medical Alert Text:		Alert Expires (date):	0/0/0

Item	What you need to know or do
Doctor	
Phone	
Health Card Number	Nova Scotia MSI card number
Health Card Number Expiry Date	Expiry date as listed on the MSI card
Medical Condition	Identification of one or more medical conditions that apply to the student.
Health Care Plan	The documented plan is recorded in TIENET and must be printed from the TIENET system, printing is only required if the student is moving out of the province
Emergency Care Plan	The documented plan is recorded in TIENET and must be printed from the TIENET system, printing is only required if the student is moving out of the province.
Medical Alert	If text is entered into this field, then the medical alert symbol appears for the student. The report will include the medical alert symbol in the header (top of each page) of the cumulative

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Item	What you need to know or do
	record.
Expiry Date	
Health Care Plan/Emergency Care Plan	Flag indicating the existence of a Care Plan. The documented plan is recorded in TIENET and must be printed from the TIENET system.

2.4.5. ABORIGINAL IDENTITY/ANCESTRY INFORMATION

▼ **ABORIGINAL IDENTITY/ANCESTRY INFORMATION**

Aboriginal Person:	Yes
Aboriginal Group:	Status Off-Reserve
First Nation (Band):	Glooscap
Ancestry:	Acadian/Acadien Descent

Item	What you need to know or do
Aboriginal Person	<Yes or No>
Aboriginal Group	• Inuit, please specify community • Métis, please specify community • Status On-Reserve • Status Off-Reserve • Non-Status On-Reserve • Non-Status Off-Reserve
First Nation (Band)	• Acadia • Annapolis Valley • Bear River • Eskasoni • Glooscap • Indian Brook • Membertou • Millbrook • Paq'tnkek • Pictou Landing • Potlotek • Wagmatcook • We'koqma'q • Non-Nova Scotia Band, please specify
Ancestry	• Acadian descent • African descent (Black) • Asian descent • East Asian descent • European descent • Middle Eastern descent • Not listed above, please specify

2.4.6. CUSTODY INFORMATION

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▼ **CUSTODY INFORMATION**

Guardianship:	Johnny Smith
Custody Alert Exists?	Yes

Item	What you need to know or do
Guardianship	Name of Guardian
Custody alert exists?	Yes/No

The Student Records Policy states that custody documents must be in the student cumulative record, if applicable. The NS Registration Form asks parents/guardians "Are special custody arrangements requested for this student at school?" The assumption is made that if custody documents are **not** provided, then the contact by the school is made with the parent(s)/guardian(s) whose name(s) appear in the demographic profile.

However, if there is an expectation that school staff is to adhere to the approved custody arrangement then the expectation is that custody documentation is provided and copies retained within the paper cumulative record.

PowerSchool also allows for the creation of a Custody Alert which summarizes the custody arrangement and the school's procedure to follow.

2.4.7. ENROLMENT HISTORY

▼ ENROLMENT HISTORY

Entry Date	Entry Code	Exit Date	Exit Code	Grade	Program	School	School Board
01/09/2011	Previous Grade Same School (promoted)	30/06/2012		12	Senior High	Barrington Municipal High School	Tri-County Regional School Board
01/09/2010	Previous Grade Same School (promoted)	01/07/2011	Promoted	11	Senior High	Barrington Municipal High School	Tri-County Regional School Board

Item	What you need to know or do
Entry Date	Date when the entry action occurred.
Entry Code	For each action, a valid entry code must be applied for the student. Valid Entry Codes: • Pre-registered • Registered for First Time in a School • Previous Grade same school (promoted) • Transfer from School in Board • Re-enrolled in a different program/grade • Transfer from School in Province • Transfer from School Outside of Province • Re-enrolling in School (had withdrawn) • Graduated High School (Returning Graduate) • Re-enrolled in same grade (retained)
Entry Comment	Comment entered to capture a note about the reason for the entry (i.e., transfer of the student). For example, "Promote Same School" identifies that the student was moved to the next grade at the end of the school year.
Exit Date	Date when the exit action occurred.
Exit Code	For each action, a valid exit code must be applied for the student. Valid Exit Codes: • Changed Program or Grade with Same School • Completed Studies (Returning Graduate) • Deceased • Transferred • Not Completed (Retained) • Graduated with High School Completion Diploma • Medical Withdrawal • Withdrew • Promoted
Exit Comment	Comment entered identifying the reason for the student's exit (e.g., promotion to next school year).

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Item	What you need to know or do
Grade	Grade level of the student the time of the entry/exit.
Program	Each student must be assigned to the appropriate Public Schools Program (PSP) code. Valid Program Codes: - E005 – Elementary - E010 – Elementaire - E015 – Elementaire (Immersion) - J005 – Junior High - J010 – Secondaire - J015 – Secondaire (Early Immersion) - J020 – Secondaire (Late Immersion) - J025 – Junior High Integrated French - S005 – Senior High - S010 – Fin d'etudes secondaires - S015 – Fin d'etudes secondaires (Early Immersion) - S020 - Fin d'etudes secondaires (Late Immersion) - S025 – Senior High Integrated French - S050 – Adult Education - S060 – Vocational (3 year) - S061 – Vocational (1 year) - S061 – Vocational (1 year) - S105 – Senior High English O2 - S115 – Senior High Early French Immersion O2 - S120 - Senior High Late French Immersion O2 - S125 – Senior High Integrated O2 - S110 Fin d'études secondaries O2 (CSAP)
School	Name of School
School Board	Name of School Board where School exists

Most current enrolment record is listed first followed by all other records in chronological order (most recent to oldest).

A complete history (as recorded in PowerSchool) of movement into and out of the public education system including movement among programs and grades.

2.4.8. ATTENDANCE

▼ ATTENDANCE			
Year	Present	Absent	Total Possible
2010-2011	110	65	175
2011-2012	120.5	63.5	184

Item	What you need to know or do
Year	Academic year
Present	Number of days the student was present in the academic year
Absent	Number of days the student was absent in the academic year

Item	What you need to know or do
Total	Total possible number of student school days in the academic year
Aggregate data only is presented for attendance. Total accounts for the number of days missed. For example, if the total number of student days = 195 and there were two snow days, then the total number of student days reported would equal 193.	

2.4.9.   ACTIVITIES

Item	What you need to know or do
List of activities	Identifies only those activities the student is currently involved in (based on the academic year in which the cumulative record is generated).

2.4.10. ACADEMIC ACHIEVEMENT

2012-2013	Course	Senior High	Q1	T1	S1	T2	Q3	T3	Y1	F1
S1	ADVANCED MATHEMATICS 11		75							
S1	CHEMISTRY 11									
S1	ENGLISH 11									
S1	GLOBAL GEOGRAPHY 12									

2011-2012	Course	Senior High	Q1	T1	S1	T2	Q3	T3	Y1	F1
11-12	MATHEMATICS 10		83		81		79		78	72
11-12	MATHEMATICS 10 PLUS									72
S1	ENGLISH 10		90		92					92
S1	LATIN 10		93		89					89
S1	VISUAL ARTS 10		84		93					93
S2	MIKMAW STUDIES 10						96		96	96
S2	PHYSICALLY ACTIVE LIVING 11						92		87	87
S2	SCIENCE 10						81		80	80

Click the link to see the comments and learner profile

CHEMISTRY 11

Achievement		Year: 2011-2012		Term: Q3
Course: CHEMISTRY 11	Grade: 89	Teacher:		

has shown exellent undstanding on the concepts of bonding, structure and chemical properties. As of April 9th, has no missing grades from their report.

Work Habits/Learner Profile

Course: CHEMISTRY 11	Mark:
demonstrates organizational skills*	Consist
demonstrates ability to work independently	Consist
demonstrates ability to work with others	Consist
completes homework and assignments	Consist

Item	What you need to know or do
Year	
Course	List of all courses the student is enrolled.
Program	Identifies the program (English High School, French Immersion, etc.) the student was enrolled for the academic year identified.
Term	Lists all of the terms for the school – T1, T2, T3, S1, S2, Q1, Q3, Y1, F1
Marks	For each course listed, the mark the student achieved is listed for each term of the year. You may click on the mark to display a popup window that details the comments entered by the teacher and the learner profile associated with the course.
The printed version of the Cumulative Record includes the comments and learner profile information.	

2.4.11. ACADEMIC HISTORY

▼ ACADEMIC HISTORY

Year	Course	Grade Level	Final Grade	Credit Type	Credit	Status	Language
11-12	MIKMAW STUDIES 10	10	96	ACAD	1	PSP	ENG
11-12	PHYSICALLY ACTIVE LIVING 11	11	87	OPEN	1	PSP	ENG
11-12	SCIENCE 10	10	80	ACAD	1	PSP	ENG
11-12	ENGLISH 10	10	92	ACAD	1	PSP	ENG
11-12	LATIN 10	10	89	ACAD	1	PSP	LAT
11-12	VISUAL ARTS 10	10	93	ACAD	1	PSP	ENG
11-12	MATHEMATICS 10	10	72	ACAD	1	PSP	ENG
11-12	MATHEMATICS 10 PLUS	10	72	ACAD	1	PSP	ENG

Item	What you need to know or do
Year	The academic year in which the course was taken
Course	Name of the course
Grade Level	Grade level of the course
Final Grade	Final grade achieved by the student
Credit Type	Identifies the type of credit (e.g., academic. Advanced, etc.) for the course
Credit	Identifies the credit achieved value
Status	Identifies the status of the course (e.g., PSP)
Language	The language of instruction for the course
This section applies to students who are in high school and will be blank for all other grade levels for the student.	

2.4.12. ADDITIONAL REPORTS

▾ ADDITIONAL REPORTS (Attached to this report)

☐ Transcript	☐ Student Transition Plan
☐ Paper Cumulative Record (copies)	☐ Individual Program Plan(s) (IPP)
☐ Confidential Record (copies)	☐ IPP Report
☐ Emergency Care Plan/Health Care Plan	☐ IPP High School Transcript
☐ Student Special Transportation Needs	☐ IPP High School Transcript Work Placement
☐ Support Services	☐ Additional Programming Documents
☐ Documented Adaptations - Teacher Exploration	
☐ Documented Adaptations - PPT	

Item	What you need to know or do
Transcript	Printed and signed by the Principal or Official Designate Printed separately from the Cumulative Record report
Paper Cumulative Record	Checklist item to remind school administrators that existing paper cumulative record must be included with the Cumulative Record report generated from PowerSchool. Existing procedures for the management of paper cumulative records (as defined in the Student Records Policy) must be followed.
Confidential Record	Checklist item to remind school administrators that existing paper confidential record must be included with the Cumulative Record report generated from PowerSchool. Existing procedures for the management of confidential records (as defined in the Student Records Policy) must be followed.
Emergency Care Plan/Health Care Plan	Report(s) must be printed from TIENET and attached to the cumulative record report for distribution.
Student Special Transportation Needs	Report must be printed from TIENET and attached to the cumulative record report for distribution.
Support Services	Report must be printed from TIENET and attached to the cumulative record report for distribution.
Documented Adaptations – Teacher Exploration	Report must be printed from TIENET and attached to the cumulative record report for distribution.
Documented Adaptations – PPT	Report must be printed from TIENET and attached to the cumulative record report for distribution.
Student Transition Plan	**Applies only to students who are not on an IPP.** Report must be printed from TIENET and attached to the cumulative record report for distribution.
Individual Program Plan(s) (IPP)	Report must be printed from TIENET and attached to the cumulative record report for distribution.
IPP Report	Report must be printed from TIENET and attached to the cumulative record report for distribution.
IPP High School Transcript	Report must be printed from TIENET and attached to the cumulative record report for distribution.

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Item	What you need to know or do
IPP High School Transcript Work Placement	Report must be printed from TIENET and attached to the cumulative record report for distribution.
Additional Programming Documents	If the documents **include** confidential information then do not include with the cumulative record for distribution. Follow existing procedures and practices related to Confidential Records. If the documents **do not include** confidential information, they may be included as part of the cumulative record.

2.5. EMERGENCY CARE PLAN/HEALTH CARE PLAN

Item	What you need to know or do
Student Profile	As identified in TIENET.

Individual Health Care Plan	• Health Conditions
	    o Specific Support Required
	    o Procedures
	    o Person(s) Responsible
	    o Material and Equipment Required
	• Supporting Information attached (Yes/No)

Individual Emergency Health Care Plan	• Medical Condition(s)
	    o Signs & Symptoms
	    o Necessary Action(s)
	• Emergency Contacts
	    o Name
	    o Relationship to Student
	    o Phone Type
	    o Phone Number
	• Supporting Information Attached (Yes/No)

2.6. STUDENT SPECIAL TRANSPORTATION NEEDS

Item	What you need to know or do
Student Profile	As identified in TIENET
Reason for Request	Identify if: • Medical • Disability • Temporary Condition • Other (please specify)

Item	What you need to know or do
Specialized Equipment	
Storage of equipment used by student	
Behaviour Outcomes or Behaviour Management Strategies	
Confirmation of Services	Date Service Provided (as completed by the Transportation Coordinator)
Describes any special needs or serious health impairments that need accommodation in student transportation. Lists any allergies or health protocol. Describes symptoms and any medical procedures that may be necessary in an emergency.	

2.7. SUPPORT SERVICES

Item	What you need to know or do
Student Profile	As identified in TIENET
Support Services	• Service Name • Service Type • Referral Date • Status

2.8. DOCUMENTED ADAPTATIONS – TEACHER EXPLORATION

Item	What you need to know or do
Student Profile	As identified in TIENET
Organizational Strategies	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Environmental Strategies	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Presentation/Instructional Strategies	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments

Item	What you need to know or do
Motivational Strategies	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Assessment Strategies (including classroom, board, & provincial assessments & examinations)	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Resources (human & material)	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Proposed Review Date	

2.9. DOCUMENTED ADAPTATIONS – PPT

Item	What you need to know or do
Student Profile	As identified in TIENET
Organizational Strategies	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Environmental Strategies	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Presentation/Instructional Strategies	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Motivational Strategies	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Assessment Strategies	• Specific Adaptation

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Item	What you need to know or do
(including classroom, board, & provincial assessments & examinations)	• Person(s) Responsible • Subject Area(s) • Additional Comments
Resources (human & material)	• Specific Adaptation • Person(s) Responsible • Subject Area(s) • Additional Comments
Proposed Review Date	

2.10. STUDENT TRANSITION PLAN (FOR STUDENTS NOT ON AN IPP)

Item	What you need to know or do
Student Profile	As identified in TIENET
Strengths/Challenges	
Outcomes/Actions	• Timeline • Person(s) Responsible • Strategies • Resources
Comments, Updates on Progress and Recommendations	
Review Date	
Students who have special needs (e.g., physical-mobility-anxieties-transportation, etc.) and do not have an individualized program plan (IPP), require transition planning in order to participate successfully in school life and beyond the school setting (key stages of transition: from class to class; from school to school; from school to community, etc.*) The transition outcomes or actions from transition planning must be tracked, monitored, and evaluated. Outcomes are linked to strategic priorities and define specific expectations, including a time line for review.	

2.11. INDIVIDUAL PROGRAM PLAN

Item	What you need to know or do
Student Profile	As identified in TIENET
Assessment Data	Lists relevant education, medical/health, psychological, speech-language, and behavioural assessments.
Student's Specific Strengths and Challenges	
Focus of IPP	• Academic – Literacy and/or Numeracy

Item	What you need to know or do
	• Enrichment • Life Skills • Social Development

Description of Individualized Program Plan	• Annual Individualized Outcome(s)
	
	    o Statements of expected achievement over one school year.
	
	• Specific Individualized Outcome(s)
	
	    o Course Code
	
	    o Specific Individualized Outcome
	
	    o Educational Strategy
	
	    o Materials/Equipment
	
	    o Persons Responsible for Implementation and Evaluation

Transition Planning	
Review Date(s)/Reporting Dates	
Persons who Participated in Program Planning Team Meeting(s)	

2.12. IPP REPORT

The IPP Report is an additional document to a student's report card. Both documents must be printed for a student with an IPP.

This report exists within TIENET and must be printed directly from TIENET.

2.13. IPP HIGH SCHOOL TRANSCRIPT

This is an addendum to a student's Nova Scotia Transcript. *For those students with an IPP, both the NS Transcript and the IPP High School Transcript must be printed.*

This report exists within TIENET and must be printed directly from TIENET.

2.14. ADDITIONAL PROGRAMMING DOCUMENTS

This includes any external files which are in a format (PDF, Word, etc.) that can be uploaded and stored into TIENET and are related to the student.

2.15. DISTRIBUTION OF A CUMULATIVE RECORD

1. Transfer of Cumulative and Confidential (if available) record, in a print or electronic format, must:

   a) Follow existing procedures outlined in the Student Records Policy, including the use of existing forms:

      i. Request for Transfer of Student Records

      ii. Acknowledgement of Receipt of a Student Record

      iii. Consent to Photocopy a Student Record

   b) A paper-based Cumulative Record exists for the majority of students (i.e., for all students who were in the public education system prior to the 2010-2011 school year). Therefore, the existing forms and processes must continue to be used.

   c) The electronic Cumulative Record includes the capability to print the document to a PDF version. Printing or electronic distribution (e.g., email) of a student's cumulative record is subject to the guidelines stated in the Student Records Policy.

3. CHECKLIST

Print from **PowerSchool**:

- ☐ Cumulative Record Report

- ☐ Review the Cumulative Record Report for errors or mistakes; make any corrections within PowerSchool

- ☐ Transcript, if applicable

- ☐ Report Card(s), *ONLY if requested*

Print from **TIENET, if applicable**:

- ☐ Health Care Plan/Emergency Care Plan report

- ☐ Support Services

- ☐ Student Special Transportation Needs

- ☐ Documented Adaptations – Teacher Exploration

- ☐ Documented Adaptations – PPT (Program Planning Team)

- ☐ Student Transition Plan

- ☐ Individual Program Plan(s)(IPP)

- ☐ IPP Report

- ☐ IPP High School Transcript

- ☐ IPP High School Transcript Work Placement

- ☐ Additional Programming Documents