

Cumulative Record Insert Cross-Reference Listing

Student Services information may be held in more than one designated secured location within a school (e.g. school counsellor's and/or SSST's office). Documentation must be recorded in the student's cumulative record component stating that information on the student is being held in these separate locations.

Student Name: _____ **Birthdate:** ____/____/____ (dd/mm/yy)

The Cumulative Record for this student contains information from the services indicated (all information in file should be signed and dated):

(√)	School:	Date file opened	Date file opened	Date file opened	Date file opened	Date file closed
	Student Services Support Teacher					
	Counsellor					
	Other: _____ (e.g. Administrator)					
Division / Clinical:						
	Psychologist					
	Speech Language Pathologist					
	Physiotherapist					
	Occupational Therapist					
	Division Consultative Services					
	Other: _____					
Outside Agency:						
	Audiologist					
	Mental Health					
	Child and Family Services					
Plans:						
	Inclusion and Intervention Plan					
	Behavioural Intervention Plan					
	Record of Adaptations					
	Personalized Academic Plan					
	Individual Transition Plan					
	Individual Medical Plan					
	Safety Plan					

Note: The school principal must forward the Cumulative Record, including the cumulative components and all files which comprise the support file component, when the student transfers out of the school and enrolls in another school. The Cumulative Record support file components should be clearly identified as containing sensitive personal health information; it is up to the receiving school or school division to ensure that only appropriate personnel have access to the file and the information within it (e.g. Psychologist's report).