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Nova Scotia Student Information System

Nova Scotia Public Education System

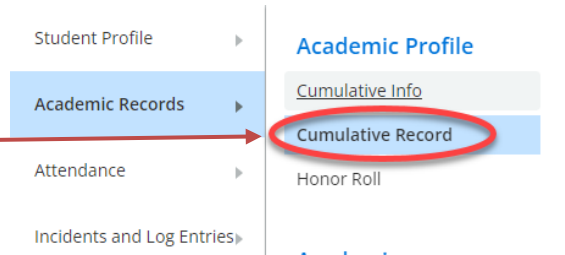
# Cumulative Record

User Guide

Revision Date:  
May 7, 2024

## ACCESS USING POWERSCHOOL

- Once you have logged into PowerSchool, select a student in your school.
- From the **Academic Records** menu, select **Cumulative Record**.



- Each section of the cumulative record is expandable. Click on the heading to expand the appropriate section.

**Printing or electronic distribution of a student's cumulative record is subject to the guidelines stated in the Student Records Policy.**  
**Remember, choose 'Expand All' to open all sections prior to printing this report.**

STUDENT CUMULATIVE RECORD as of 9/10/2014

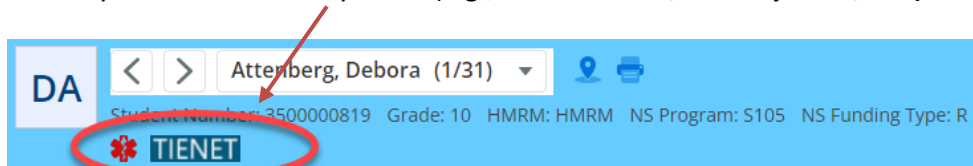
Name:  Student Number:   
 Date of Birth (mm/dd/yyyy):  Sex:

- STUDENT INFORMATION
- PARENT/GUARDIAN INFORMATION
- EMERGENCY CONTACT INFORMATION
- MEDICAL INFORMATION
- ADDITIONAL IDENTITY/ANCESTRY INFORMATION

Click on each header to expand that section or click **Expand All** to see all the sections or to print.

**NOTE:** Click on the appropriate button to expand or collapse all sections.

- You may click on the alert symbols (e.g., **Medical Alert, Custody Alert, etc.**) for further details.



- The Academic Achievement section displays the final mark for each subject. Use the clickable links to view the student’s achievement and Work Habits/Learner Profile for each subject. The small “c” next to the mark indicates a teacher’s comment has been entered.

2022-2023	Course	Junior High	Q1	T1	S1	T2	Q3	T3	Y1	F1
22-23	CITIZENSHIP EDUCATION 9			68		80		57		57
22-23	CORE FRENCH 9			50		63		54		54
22-23	ENGLISH LANGUAGE ARTS 9			51		40		INS		28
22-23	HEALTHY LIVING 9			74		48		INS		33
22-23	MATHEMATICS 9			54		55		43		43
22-23	PHYSICAL EDUCATION 9			88		74		71		71
22-23	SCIENCE 9			55		53		50		48
T1	CHILD STUDIES 9			60						92
T2	TECHNOLOGY EDUCATION 9					80				80
T3	EXPLORE MUSIC 9							73		73

Click on any grade to see more details.

The screenshot shows a detailed view for the course CITIZENSHIP EDUCATION 9. The Achievement section displays the course name, grade (68), and teacher (Ramey, Julie). A comment states: "Brayden is an inquisitive learner who did great with group work experiences this term. While he has found it difficult to stay on track in class and has been distracted on several occasions, some improvement in this area is noteworthy. Missing work has impacted Brayden's grade. Continued work on focus, time management and assignment completion are recommended." The Work Habits/Learner Profile section includes the following categories and marks:

Category	Mark
Classwork and Assignments	SOME
Interaction with Others	USUALLY
Organization Skills	USUALLY
Responsibility and Independence	USUALLY

- If you need to print the cumulative record report (i.e., when students are transferring to a school outside of the province, to a private school or outside your regional centre), there is a checklist at the end of the cumulative report (under the **Additional Reports** section). You may check each item which needs to be included in the cumulative record package to be sent to the receiving school. Once all appropriate items are checked, click **Submit** to retain your selections.



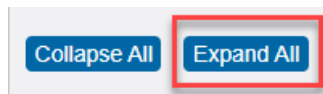
**If a transfer is in province:** TIENET documents are transferred with the student. There is no need to print them.

**If a transfer is out of province, or to a private school:** All TIENET documents in the cumulative record report must be printed. Check each item, then click **Submit** to retain your selections.

**▼ ADDITIONAL REPORTS (Attached to this report)**

<input type="checkbox"/> Transcript	<input type="checkbox"/> Student Transition Plan
<input type="checkbox"/> Paper Cumulative Record (copies)	<input type="checkbox"/> Individual Program Plans(s) (IPP)
<input type="checkbox"/> Confidential Record (copies)	<input type="checkbox"/> IPP Report
<input type="checkbox"/> Emergency Care Plan/Health Care Plan	<input type="checkbox"/> IPP High School Transcript
<input type="checkbox"/> Student Special Transportation Needs	<input type="checkbox"/> IPP High School Transcript Work Placement
<input type="checkbox"/> Support Services	<input type="checkbox"/> Additional Programing Documents
<input type="checkbox"/> Documented Adaptations - Teacher Exploration	
<input type="checkbox"/> Documented Adaptations - PPT	

- To print the cumulative record, you must:
  1. First click on **Expand All** to expand all cumulative record sections,



2. Then click the **Print** icon located in the upper right corner of the PowerSchool page.

