

# Chinook's Edge School Division No. 73

## Students Without Cum File Requests



Student: \_\_\_\_\_ ASN: \_\_\_\_\_

### **Part A**

When a student is no longer attending your school and you have not received a cumulative file request, please follow these six steps and record your attempts to find out information:

- Mark the student absent each school day.
- Attempt to contact parents/guardians using all contact numbers and email addresses.

Date	Parent/Guardian Called	Notes

- Check PASI from PowerSchool to see if the student has registered in another school program.
- Call all emergency contacts to determine if the student has moved out of province/country or if there are unique circumstances.

Date	Emergency Contacts Called	Notes

- Ask classmates, friends, or neighbors if they have any information about the student's whereabouts.
- Inform your administrative team if there are unusual circumstances that may warrant a call to Child and Family Services. (For example, a neighbor confirms that the family is still living in their house, but no one seems to enter or leave the home for long periods of time, or has been seen in the community.)

### **Part B**

You can safely withdraw the student from PowerSchool when you have:

- Received a cumulative request or other correspondence from the student's new school; or
- Information that suggests the student has enrolled in a school in another province/country and the student has been absent for more than three weeks; or
- Exhausted all of the steps in Part A and the student remains absent for a period of one month.

### **Things to note:**

- When exiting these students if you back date their exit date you must first clear out any attendance that was put in for those students after that date you are using, or you will create orphaned records.
- Remember to contact all teachers before withdrawing to give them a chance to enter any remaining marks, comments or assignment details in Gradebook.
- Attach this completed form to students CUM for proof of due diligence.