

**GUIDANCE AND COUNSELLING, 2ND YEAR, COURSE-11(D), UNIT -02,  
TECHNIQUES AND PROCEDURES OF GUIDANCE, -----BY RAJU KUMAR  
(LECTURE SERIES NO.- 08)**

### **2.4.8 Cumulative Record**

It is a record of information concerned with the appraisal of an individual student. The information which is obtained periodically through various sources, techniques, tests, interviews, observations, case study and the like, is assembled in a summary form on a cumulative record card, so that it may be used when the student needs advice for the solution of some educational or vocational problem.

The cumulative record has been defined as “a method of recording, filing and using information essential for the guidance of students”. A cumulative record card supplies information on points such as the following:

- a) Personal:** (i) name, (ii) date of birth, (iii) place of birth, (iv) sex, (v) colour, (vi) residence.
- b) Home:** (i) names of parents, (ii) occupations of the parents, (iii) parents alive or dead, (iv) economic status, (v) number of siblings, older or younger, (vi) language spoken at home.
- c) Test scores:** (i) general intelligence, (ii) achievement, (iii) other test scores, and (iv) personality traits.
- d) School attendance:** (i) days present or absent each year, (ii) schools attended with dates.
- e) Health:** record of physical disabilities, vaccination record, diseases suffered from.
- f) Miscellaneous:** (i) vocational plans, (ii) extracurricular activities, (iii) employment during studies, and (iv) counselor's note.

If we analyze the items recorded on a cumulative record card, we find that only such items are included as are recorded in a case study. Data collected through non-standardized techniques like checklists, questionnaires, autobiographies do not find a place in the record card file. It must be remembered that recording and filing of information are not as important as using the information.

### **Need and Importance of Cumulative Record**

The cumulative records about students provide useful information to teachers, counselors and administrators. The need and importance of cumulative records

in guidance are given below:

### **Importance in Guidance**

i) The basic principle and assumptions of guidance take into consideration individual differences. Every individual differs from the other in some psychological character, quality or trait. For example, no two individuals are alike. They differ from each other as far as interests, aptitudes and abilities are concerned. Cumulative records reveal such individual differences and indicate the nature and amount of professional assistance needed by individual students at various stages of their development.

ii) The cumulative record is a permanent history of the educational development of the individual student. It indicates his/her attendance, health, achievement and various other aspects of school life. Hence it is useful in analyzing the future needs of the individual student and proper educational and occupational guidance can be offered on the basis of his needs. For example, if it indicates the weaknesses in the physical development of the student, steps to remove those weaknesses can be suggested.