

ROLLING RIVER SCHOOL DIVISION POLICY

Student Records

JO/P

A pupil file is an ongoing official record of a student's educational progress through the K-12 public school system in Manitoba. It is a timeline record and a synopsis of a student's educational career and the supports provided to maximize educational success.

A pupil file includes the entire collection of information and documentation compiled or obtained by the staff of school or school division relating to the education of the student which is stored in written, photographic, or electronic forms and which is held in a school, school division office or any other location under the jurisdiction of the school division. A pupil file can consist of one or more of three components comprising:

- cumulative student information
- pupil support information
- youth criminal justice information

The Rolling River School Division will ensure the confidentiality of all student records and access will be restricted to designated school division personnel, parent(s) / legal guardian(s) and to the student who has attained the age of majority.

[Index](#) [Regulation](#)

Legislative References and School Division Policies:

- [The Family Maintenance Act](#)
- [Divorce Act](#)
- [The Adoption Act](#)
- [The Public Schools Act](#)
- [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)
- [The Personal Health Information Act \(PHIA\)](#)
- [Youth Criminal Justice Act \(Canada\) \(YCTA\)](#)
- [Education Administration Act](#)
- [The Protecting Children \(Information Sharing\) Act](#)
- [RRSD Policy EHA – Records Retention Destruction](#)
- [Information Sharing Protocol under the Youth Criminal Justice Act \(Canada\)](#)

Date of Motion: December 12, 1991

Date Revised: February 7, 2002

Date Revised: June 2, 2005

Date Revised: January 16, 2019

Date Revised: September 2, 2020

ROLLING RIVER SCHOOL DIVISION REGULATION

1. Responsibility for the Pupil File

The principal will be responsible for proper maintenance of student records and for registration of students in the school. He/she will ensure that specific procedures are in place for updating the Cumulative File, the Pupil Support File and the Youth Criminal Justice File. Updating information refers to establishing pertinence and currency of information contained. The principal will ensure that the files are kept in a secure location in the school.

2. Pupil File

The pupil file will contain all the information collected or produced by a school division to support the educational progress of a pupil. The pupil file includes the following components:

- Cumulative File
- Pupil Support File
- Youth Criminal Justice File

2.1 Contents of a Student Cumulative File

Exists for all students and will typically include:

- Student Registration Form (Appendix "A").
- the student's name as registered under The Vital Statistics Act, or if the student was born in a jurisdiction outside Manitoba, the student's name as registered in that jurisdiction, and any other names and surnames by which the student is known.
- the birth date of the student.
- student gender.
- The Manitoba Education Number (MET#).
- the name of the student's parent(s) and/or legal guardian(s).
- the address and telephone numbers of the student and of the student's parent(s)/legalguardian(s).
- the school division or district of which the student is a resident student, if different than the school division or district the student is attending.
- the names of all schools attended by the student and the dates of enrolment, if known.
- the citizenship of the student, and if the student is not a Canadian citizen, the type of visa or other document pursuant to which the student is lawfully admitted to Canada for permanent or temporary residence and the expiry date of that visa or other document.
- any health information that the parent or legal guardian of the student or the student (Where he or she is capable of making health care decisions) wishes to be placed on the student record (e.g. allergy, alerts, asthma) and, optionally, the Personal Health Information Number (PHIN).
- an annual summary or a summary at the end of each semester of the student's achievement or progress in the courses and programs in which the student is enrolled i.e. report cards and transcripts.

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- information about any behavioural misconduct and disciplinary measures meted out, including suspension or expulsion relating to the student.
- attendance records.
- photographs.
- communication regarding the student between the home and school e.g. discipline, behaviour, achievements, etc.
- indications of awards, prizes.
- a copy of any separation agreement or court order with respect to child custody or guardianship, where applicable.
- a cross-reference listing will be added to the cumulative file which identifies the location of all information about a pupil that is held by the school division or district, including an indication of the existence and location of pupil support information not housed in the cumulative file component (Appendix "B").
- the results obtained by the student on any achievement test and examination conducted by or on behalf of the Province, and standardized tests under any testing program administered by the Board to all or a large portion of the students or to a specific grade level of students.

2.2 Security of Cumulative File

- The Principal is responsible for the security of cumulative files.
- Section 41 of FIPPA requires that a school division or district protect personal information by making reasonable security arrangements against such risks as unauthorized access, use, disclosure or destruction. However, where the cumulative file component contains personal health information, the more specific security requirements in sections 18 and 19 of PHIA and of the Personal Health Information Regulation must be complied with, at least with respect to the personal health information in the file.

2.3 Transfer of Cumulative Files

- When a student transfers out of the school and enrolls in another school, his/her file will be delivered under separate cover to the receiving school upon the receipt of a request.
- The contents of the pupil file being transferred will be reviewed to ensure that only personal information and personal health information necessary for the schooling and provision of educational services to the pupil is forwarded to the new school.
- When a student enrolled in a school is placed for adoption, the MET No. assigned to the student will be retired and a new MET No. will be assigned to the student's adoptive identity. A new pupil file for the student's adoptive identity must be created before the pupil file is transferred to the student's new school.
Manitoba Education will notify school principals of adoption placements.

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This notification will communicate to school principals:

1. the student name, date of birth, and MET No. of the student involved in an adoption placement proceeding.
2. the name of the social worker appointed as legal guardian of the student during the process of adoption placement.
3. the new adoptive identity and new MET NO. assigned to the student.
4. the name and address of the student's receiving school.

Following this notification, school principals will be contacted by the social worker to initiate a review of the content of the student's pupil file. Both the cumulative and pupil support components of the pupil file will be made available to the social worker. The social worker will recommend items that should be placed in the new file under the student's adoptive identity, however, the school principal will make the final determination of content to be used to create the new pupil file.

The items that will comprise the new pupil file will be copied and provided to the social worker. The social worker may take the copied student information off-site for the purpose of de-identifying the information to ensure that the student's birth and adoptive identities cannot be linked by information contained in the new pupil file. When the de-identification process is complete, the social worker will return the copies of the student's pupil file information to the school principal. School principals may now:

1. create the new pupil file under the student's adoptive name and the new MET No. with the de-identified information provided by the social worker;
2. retire the original pupil file to a secure location that ensures the confidentiality of the file; and
3. forward the new pupil file to the student's receiving school.

In circumstances where the student does not change schools, the same process of creating a new pupil file and de-identifying the information will be undertaken. The original pupil file will be stored in a secure location that ensures the confidentiality of the file.

No record of the student's new identifying information can be retained in the existing pupil file and similarly, no record of the student's previous identifying information can be retained in the new pupil file.

At all times during this process, the file(s) must be adequately protected from unauthorized access, disclosure, loss or destruction.

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3. Pupil Support File

3.1 Contents of a Pupil Support File

- Any other assessment or evaluation that the parent/legal guardian or the student wishes to be placed on file.
- The most recent Individualized Education Plan (IEP) and/or Health Care Plan specifically devised for a student, and any amendments to these plans.
- Up-to-date notations of referrals to/contacts with external agencies (e.g. Child and Family Services) or caregivers.
- Admission advisement concerning whether the student has used or is continuing to use social services, psychological/psychiatric or counselling resources of any agency or of any school previously attended (from the Student Registration package).
- Detailed documentation from school clinicians and special education/resource staff about all inter-agency contacts and the provisions of any other resource services from within or outside of the school division or district that are occurring.
- Ongoing health/psycho-social/counselling information, whether medical, psychological or behavioural.
- School clinician reports and related correspondence, notes from meetings and discussions concerning intervention strategies, contact logs and consultation notes.
- Referrals to other agencies and individuals.
- The results obtained on specialized diagnostic tests.
- Reports from services providers such as agencies, hospitals, and clinics.
- Reports and notes from behaviour specialists such as psychologists, psychiatrists or other therapists, if such documentation exists.
- Once a Pupil Support File has been opened a cross-reference listing will be included in the cumulative file (Appendix B).

3.2 Security of Pupil Support File

- Contents of a Pupil Support File are confidential and will be kept separately in a secured area away from the Cumulative File and the Youth Criminal Justice File. Pupil support information may be kept in more than one location within a school, as long as these separate locations are recorded in the cumulative file on Appendix "B".
- Appropriate security measures must be in place and physical access to the separate locations is limited to authorized persons.

3.3 Transfer of Pupil Support File

The school principal must forward the pupil file, including the cumulative components and all files which comprise the support file component, when the pupil transfers out of the school and enrolls in another school (subsection 29(3) of the Education Administration Miscellaneous Provisions Regulation). However, the youth criminal justice component of the pupil file will/must never be

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transferred. The contents of the pupil file being transferred will/must be reviewed to ensure that only personal information and personal health information necessary for the schooling and provision of educational services to the pupil is forwarded to the new school. Consistent with Board policy, duplicate information and information that is not necessary for the schooling and provision of education services to the pupil may be culled and destroyed.

Transfer procedures will ensure that the file contents, as they are of a sensitive and personal nature, are adequately protected from unauthorized access, disclosure, loss or destruction while being transferred. The pupil support file component should be transferred directly from professional to professional wherever possible to further ensure the security and confidentiality of the file contents. If it is not possible to transfer the pupil support file component from professional to professional, then the files that make up this component should still be transferred to the new school. Such files 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 these files.

Before forwarding the file, the principal of the sending school will examine the contents to ensure that irrelevant and judgmental reports/comments have been removed.

4. Youth Criminal Justice File

A Youth Criminal Justice File will exist only for a few students and will be created where a court provides information about a youth for purposes of assisting the school to support that student.

4.1 Contents of Youth Criminal Justice File

- The type of youth court order with which the young person is expected to comply i.e. bail, probation, conditional supervision, temporary release.
- The expected expiry date of the court order.
- Information about the offence for which the order has been made.
- The particular terms of the order which relate to school attendance or any other educational matter.
- Prior record of offences if safety of staff and students may be at risk.
- Any identifiable individual or group that may be at risk from the young person.
- Patterns of behaviour which may signal the onset of activity which may affect safety.
- Any recommendations for reducing the risk of violence and increasing the level of safety.

4.2 Security of Youth Criminal Justice File

- The Principal or school designate must keep the youth criminal justice information separate from all other records about the young person which are kept by the school representative or the school. (clause 125(7)(a) of the YCJA)

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- Specific measures must be put in place to ensure that the information is secure and protected from unauthorized access, use, disclosure and destruction. Such measures shall include:
 - ensuring that the information is never left unattended in an unsecured area;
 - storing the information in locked filing cabinets, and restricting the use of these cabinets to this information;
 - putting in place procedures to control distribution of keys or lock combinations to the locked cabinets or locating them in secure areas where access is restricted to staff authorized to have access to the information;
 - labeling filing cabinets to not reveal that they contain this sensitive information;
 - training school staff on confidentiality of information, privacy and security procedures and monitoring compliance with security procedures;
 - ensuring that unauthorized copies are not made of the information; and if the information is stored electronically, ensuring the computer system has access control codes (encryption), and can automatically track attempts to obtain access to the information.

4.3 Access to Youth Criminal Justice File

- The principal of the school as the custodian of the youth criminal justice information, bears the responsibility for the receipt, maintenance, and security of the information.
- It is recommended that the school representative (usually the principal) will verbally advise school staff and others who need to know the information for the authorized purposes and will let them review but not copy the information for those purposes.
- Access to the information is permitted only where it is necessary for the person to:
 - ensure compliance with a Youth Criminal Justice Court Order or authorization for reintegration leave or day release.
 - ensure the safety of the staff or students of the school or other persons; or,
 - facilitate the rehabilitation of the young person the information is about; or,
 - access or disclosure is authorized under some other provision of the Youth Criminal Justice Act.
- School Divisions are not authorized to disclose Youth Criminal Justice information to a parent or legal guardian. However, information may be made available to:
 - a parent or legal guardian by the youth justice court.
 - a review board or another court, by the police, by a government department or agency.

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- or by an organization which obtained the information as a result of administering or participating in extra judicial measures or a youth sentence under the YCJA (section 119 of the YCJA).

4.4 Transfer, Retention and Destruction

- If the information is no longer required for the purpose for which it was intended (i.e. court order expires), the information must be destroyed immediately and cross referenced with [RRSD Policy EHA – Records Retention Destruction](#).
- If a student transfers to another school division or district, the Youth Criminal Justice file component must be destroyed immediately.
- The principal must inform the justice official responsible for the student that he/she is no longer attending the school, and the name and location of the new school where the student is attending. The justice official is responsible for advising the new school of any pertinent information.

5. Access to Student Records

In order to maintain the confidentiality of student records, those records will not be removed from the school building. Those having authorization to access records are as follows:

- **Authorized Personnel** - Authorized personnel who shall have access to the student records are defined as:
 - the principal of the school.
 - teachers.
 - other school personnel as designated by the principal.
 - members of the Superintendent's Department.
 - members of Student Services Department.
- **Parents/Guardians** - Parents and guardians have the right to examine the Pupil File information. This will take place in the presence of the principal or designated personnel who is competent to interpret the information and maintain the integrity of the file. Students over the age of 18 must authorize parental access.
- **Students** - Students, 18 years of age or over, have the right to examine the Pupil File information. This will take place in the presence of the principal or designated personnel who are competent to interpret the information and maintain the integrity of the file.
- **Rights of access of separated parents** - Where the parents are separated, The Family Maintenance Act of Manitoba provides that: 39(4) Unless a court otherwise orders, the non-custodial parent retains the same right as the parent granted custody to receive school, medical, psychological, dental and other reports affecting the child.
- **Rights of access of divorced parents** - Where the parents are divorced, the Divorce Act (Canada) states: 16(5) Unless the court orders otherwise, a spouse who is granted access to a child of the marriage has the right to

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make inquiries, and to be given information, as to the health, education and welfare of the child.

- **Third Party Requests** - Any disclosure of personal information to a third party by a school division or district, or its staff, must be authorized under FIPPA. School divisions and districts, and their staff, are not allowed to disclose personal information about a student, including personal information in a pupil file, unless one of the circumstances set out in section 44 of FIPPA applies.

For example, staff may disclose personal information about a pupil (which is not personal health information and which is not youth criminal justice information) if:

- the pupil or (depending on the pupil's maturity) the pupil's parent or legal guardian consents to the disclosure (clause 44(1)(b)). Where possible, consent should be in writing. If consent is verbal, a detailed note documenting the consent should be set out in the file;
 - the disclosure is for the purpose for which the information was collected or compiled or for a use consistent with that purpose (clause 44(1)(a));
 - another Act or regulation of Manitoba or Canada authorizes or requires the disclosure (clause 44(1)(e)). For example: disclosure of information that a child is or may be in need of protection to a child caring agency as required by section 18 of The Child and Family Services Act of Manitoba; disclosure of names, addresses, etc. to a school attendance officer under section 269 of the PSA;
 - disclosure is necessary to protect the mental or physical health or the safety of any individual or group of individuals (clause 44(1)(l));
 - disclosure is for law enforcement purposes (as defined in FIPPA) or crime prevention (clause 44(1)(r)); For example: disclosure of personal information to the police where the information is necessary for a specific investigation into criminal activity;
 - disclosure is for the purpose of supervising an individual in the custody or under the supervision, of a correctional authority (clause 44(1)(t)), for example, disclosure to a pupil's probation or Manitoba Justice Youth Worker.
- **Attendance Officer** - The Attendance Officer has access to records in accordance with the Public Schools Act.

6. Refusal to Access

A school division or district may refuse access (under the Public Schools Act 42.3(2) – 42.4(3)) to all or part of a pupil file, to a parent or legal guardian where:

- disclosure could reasonably be expected to constitute an unreasonable invasion of the privacy of a third party.
- disclosure could reasonably be expected to be detrimental to the education of the pupil.

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- disclosure could reasonably be expected to cause serious physical or emotional harm to the pupil or another person.
- disclosure could reasonably be expected to be injurious to the enforcement of an enactment or the conduct of an investigation under an enactment.

7. Correction of or Objection to Information in the Pupil File

If a student (18 years of age or older), parent or guardian disagrees with the information included in a pupil file they will notify the school in writing outlining the area of concern. This notification will be included in the pupil file.

However, information may be made available to a parent or legal guardian by the youth justice court, a review board or another court, by the police, by a government department or agency, or by an organization which obtained the information as a result of administering or participating in extra judicial measures or a youth sentence under the YCJA (section 119 of the YCJA).

8. Inactive Files

Minimum Retention of and Disposition of Student Records will be in accordance with current Manitoba Education and Training Guidelines.

A file shall be considered inactive one year after a student has left the Rolling River School System by virtue of a transfer, discontinuation or completion of the educational program.

When a file is placed into inactive status the contents of the file will be reviewed by the school principal and any personal anecdotes or subjective comments and opinions will be removed. The file should contain records of academic achievement, and other pertinent information that was directly related to the educational program delivered to the student.

Index Policy

Date Adopted: December 12, 1991

Date Revised: February 7, 2002

Date Revised: November 20, 2004

Date Revised: January 16, 2019

Date Revised: September 2, 2020

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APPENDIX A – STUDENT REGISTRATION FORM



Rev. Aug. 2020

STUDENT REGISTRATION FORM – Rolling River School Division

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

Before a student can be registered by a school, this form must be completed in its entirety and signed by the parent or legal guardian. Registration will not be permitted until all necessary documentation has been provided. This form is used to enroll a student who is new to Rolling River School Division, or who is returning to the Division. Use this form to record important changes, such as the student identification (legal name, date of birth, gender, identification document type and document number), legal relationship of student and parent/guardian, or Aboriginal self-identification.

Office Use Only

MET #	<input style="width: 90%;" type="text"/>	School	<input style="width: 90%;" type="text"/>
Grade	<input style="width: 30px;" type="text"/>	Room	<input style="width: 30px;" type="text"/>
First Day of School	<input style="width: 100%;" type="text"/>		

STUDENT INFORMATION

Registering for grade: _____			
Student's <u>Legal</u> Last Name _____			
Student's <u>Legal</u> First Name _____		Student's <u>Legal</u> Middle Name _____	
Preferred Called Name _____		Date of Birth _____	
Gender	Aboriginal Ancestry (if applicable)	RRFN Student? <input type="checkbox"/>	
Student's Address (Residence – Apartment #, Street Name & #, Section/Township/Range)			
Address	City	Province	Postal Code
Mailing Address (if different than student's residence – mail-outs from school will be sent to this address – Box #, Group #, RR #)			
Address	City	Province	Postal Code
Student Home Phone (with area code)		Student Cell Phone (with area code)	

SCHOOL HISTORY

Has the student registered at a Rolling River School in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which school? _____	
Last school attended <u>in</u> Manitoba: _____	Last school attended <u>outside</u> Manitoba: _____
Date of last attendance: _____	Date of last attendance: _____
Is the student a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, from which school/city/province? _____	

CITIZENSHIP STATUS

	Citizenship Declaration	Legal Document	OFFICE USE Initial for copy received
Is English the student's first language? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Canadian Citizen	Birth Certificate or Passport	
Primary language spoken at home _____	<input type="checkbox"/> Landed Immigrant	Landed Immigrant paper	
PLACE OF BIRTH City Province Country	<input type="checkbox"/> Parent Work Permit/Visa	Expiry Date MM DD YY	
Birth Country, if NOT Canada	<input type="checkbox"/> Parent Study Permit/Visa	Expiry Date MM DD YY	
Date entered into Canada Month Day Year	<input type="checkbox"/> Permanent Resident	Permanent Resident paper	
	<input type="checkbox"/> Refugee Claimant	Refugee Claimant paper	
	<input type="checkbox"/> Other:	Other:	

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PARENT/LEGAL GUARDIAN INFORMATION				Student Name: _____
Are the parent(s)/guardian(s) residents of Rolling River School Division? No, complete the <i>Out of Division School of Choice Form</i> . Are the parent(s)/guardian(s) residents in the school catchment area? No, complete the <i>Within Division School of Choice Form</i> .				
Is child currently in CFS Care? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes **CFS = FirstParent/Legal Guardian / **Foster Family = Optional-Other Relevant Adult				
First Parent – Legal Guardian	Name (Last, First)		Mr., Mrs., Ms., Dr., etc.	School Messenger Contact <input type="checkbox"/>
	Address (if different from student's)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Home Phone (with area code)	Business Phone (with area code)		
	Other Phone (with area code)		Email	
Second Parent – Legal Guardian	Name (Last, First)		Mr., Mrs., Ms., Dr., etc.	School Messenger Contact <input type="checkbox"/>
	Address (if different from student's)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Home Phone (with area code)	Business Phone (with area code)		
	Other Phone (with area code)		Email	
Optional – Other Relevant Adult	Relationship to Student:			
	Name (Last, First)		Mr., Mrs., Ms., Dr., etc.	School Messenger Contact <input type="checkbox"/>
	Address (if different from student's)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address	City	Province	Postal Code
	Home Phone (with area code)	Business Phone (with area code)		
	Other Phone (with area code)		Email	
CUSTODY	Are there any custody documents related to this child? <input type="checkbox"/> Yes <input type="checkbox"/> No			OFFICE USE Initial for copy received
	If yes, provide a copy of the legal document.			
	Is there any restricted contact related to this child? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide name and copy of legal document. Name: _____				
Would you like an additional report card sent? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide name and address. _____				
SIBLING INFORMATION	Sibling Name	M/F	Date of Birth (M/D/Y)	School/Grade Attending

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EMERGENCY/STORM BILLET INFORMATION

Student Name: _____

EMERGENCY CONTACTS (**NOT** STUDENT'S PARENT/LEGAL GUARDIAN)

Emergency Contact Name #1

Home Phone of Emergency Contact #1 (with area code)

Other Phone (with area code)

Emergency Contact Name #2

Home Phone of Emergency Contact #2 (with area code)

Other Phone (with area code)

Storm Billet Name Contact

Home Phone of Storm Billet Contact (with area code)

Other Phone (with area code)

STUDENT TRANSPORTATION – *Bus Students ONLY*

Does your child require school bus transportation? Yes No If you have answered yes, provide pick up/drop off address below:

(Sec/Township/Range / Municipality / Lane#): _____

RECEIVING SCHOOL INFORMATION

I consent to receive, via email, information in the form of newsletters, school updates and announcements regarding division and school activities, including fundraising and promotions. (If at any time you wish to be removed from our email list, please contact the school office.

Email Address _____

STUDENT PERMISSION – GRADES 7-10 ONLY

I grant permission for my son/daughter to leave the school grounds during NOON HOUR for the current school year.

I DO NOT grant permission for my son/daughter to leave the school grounds during NOON HOUR for the current school year.

STUDENT PERMISSION – GRADES 11-12 ONLY

I grant permission for my son/daughter to leave the school grounds during NOON HOUR and UNASSIGNED TIME for the current school year.

I DO NOT grant permission for my son/daughter to leave the school grounds during NOON HOUR and UNASSIGNED TIME for the current school year.

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MEDICAL INFORMATION

Student Name: _____

MB PHIN Medical #: (8-digit)

Please check (X) "Yes" or "No" for all health care needs below:

Anaphylaxis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bleeding Disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cardiac Condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Clean Intermittent Catheterization	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gastrostomy Care	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Osteogenesis Imperfecta	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ostomy Care	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pre-Set Oxygen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seizure Disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Endocrine Condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Suctioning (Oral/Nasal)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The parent/guardian may also inform the community program at any time that their child has a health care need that is eligible for URIS Group B support.

This medical information is being collected so that appropriate health-care plans and programming may be developed. This information will only be shared with appropriate individuals. This information is protected by The Personal Health Information Act. Questions should be directed to the school principal.

Other Medical Considerations:

Other Medical Alerts:

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APPENDIX B – STUDENT CUMULATIVE FILE INSERT

STUDENT SERVICES INFORMATION		Student Name: _____	
<p>The Support Services Information is being collected so appropriate educational services can be provided for your son/daughter. This information will only be shared with appropriate individuals. This information is protected by The Freedom of Information and Protection of Privacy Act. Questions should be directed to the school principal.</p>			
<p>Please indicate if the student has utilized any of the following services in a school they have attended:</p>			
	In-School Supports	Name of Contact	Phone #
<input type="checkbox"/>	Resource		
<input type="checkbox"/>	Reading Recovery		
<input type="checkbox"/>	School Social Worker		
<input type="checkbox"/>	School Counsellor		
<input type="checkbox"/>	Psychology		
<input type="checkbox"/>	Speech & Language		
<input type="checkbox"/>	Other:		
	Outside Agency Supports	Name of Contact	Phone #
<input type="checkbox"/>	Child Family Services		
<input type="checkbox"/>	Probation		
<input type="checkbox"/>	Mental Health		
<input type="checkbox"/>	Psychiatry		
<input type="checkbox"/>	Physiotherapy		
<input type="checkbox"/>	Occupational Therapy		

The following signature verifies that the above information is true and accurate. Upon transfer or withdrawal of the student, the information will be forwarded to the next school of attendance.

Parent/Guardian _____ Date _____

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APPENDIX B – Student Cumulative File Insert



ROLLING RIVER SCHOOL DIVISION STUDENT CUMULATIVE FILE INSERT

_____ School

Student: _____
(Last Name) (Given Name)

Date of Birth: _____

Parent/Legal Guardian: _____

Student information held in:	Yes	No	Location
Resource File			
Guidance File			
Reading Recovery File			
Division Social Work File			
Speech/Language File			
Psychology File			
URIS Plan			

ROLLING RIVER SCHOOL DIVISION REGULATION

Student Records - Continued

JO/R

Release of Information/Notice of Ability to Share

I understand that all information collected is confidential and will be kept in accordance with the Manitoba Pupil File Guidelines.

I approve the release/exchange of information regarding my child for the purposes of accessing appropriate supports and programming.

I understand that, according to The Protecting Children (Information Sharing) Act, school and/or division staff of Rolling River School Division have the legal ability to share information with other service providers without my consent or permission.

Information will be shared only if school and/or division staff reasonably believe sharing the information is:

- in my child's best interests
- necessary to plan or provide services or benefits to my child

I also understand that if school and/or division staff share personal information about me, or my child, with another service provider, they must:

- share only the minimum (least) amount of information necessary to achieve the purpose for which it is shared
- include relevant information about my strengths and that of my child
- take reasonable steps to ensure that the information is accurate and not misleading
- ensure that sharing the information is not prohibited by another act (law), such as The Child and Family Services Act and The Youth Criminal Justice Act.

Signatures:

Parent/Guardian

Date

Parent/Guardian

Date