



Cumulative File:

		Procedure	Transfer Info
1.	A cross-reference listing which identifies the location of all information about a pupil that is held by the school division, including an indication of the existence and location of pupil support information not housed in the cumulative file component;		Transfer with file
2.	The results obtained by the student on any diagnostic test, 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;		Transfer with file
3.	The most recent Individualized Education Plan (IEP) and/or Health Care Plan specifically devised for a student,	Destroy previous copies.	Transfer with file
4.	Up-to-date notations of referrals to/contacts with external agencies (e.g. Child and Family Services) or caregivers:	Yearly summary. School registrations updated yearly.	Up to date Transfer with file
5.	Admission advisement concerning whether the student has used or is continuing to use social service, psychological/psychiatric or counseling resources of any agency or of any school previously attended;		Transfer with file
6.	General information related to special funding;	Destroy previous copies.	Transfer with file
7.	Notations of pullout for resource or challenge work.	Yearly summary.	Transfer with file
8.	Any other assessment or evaluation that the parent/legal guardian or the student wishes to be placed on file;	Yearly summary	Transfer with file

Pupil Support:

Resource File

Exists for some students and will typically include:

		Procedure	Transfer Info
1.	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;	Part of summary check list.	All information to be included, most current on top.
2.	Ongoing health/psycho-social/counseling information, whether medical, psychological or behavioural. (Schools should endeavour to ascertain at point of first admission whether students have used or are continuing to use the social service, psychological, psychiatric, counseling resources of any professional, of any agency, or of any school previously attended);	Part of summary check list.	All information to be included, most current on top.
3.	School clinician reports and related correspondence, notes from meetings and discussions concerning intervention strategies, contact logs and consultation notes;	Part of summary check list.	All information to be included, most current on top.
4.	Referrals to other agencies and individuals; internal OT/PT	Part of summary check list.	All information to be included, most current on top.
5.	The results obtained on specialized diagnostic tests;	Part of summary check list.	All information to be included, most current on top.
6.	Reports from service providers such as agencies, hospitals, and clinics.	Date and sign any incidental notes included in file.	All information to be included, most current on top.
CAN NOT HOUSE YOUTH CRIMINAL JUSTICE INFORMATION			

Speech / Language Pathologist File

Exists for some students and will typically include:

		Procedure	Transfer Info
1.	Contact Notes		All information to be included, most current on top.
2.	Assessment Reports		All information to be included, most current on top.
3.	Protocols		All information to be included, most current on top.
4.	Interdivision Reports		All to be included, most current on top.
5.	Interagency Reports		All to be included, most current on top.
6.	Clinician consultation notes	Dated & signed	All to be included, most current on top.
7.	Copy of the referral form		All to be included, most current on top.
	CAN NOT HOUSE YOUTH CRIMINAL JUSTICE INFORMATION		

Transfer of Pupil File

		Procedure	Transfer Info
1.	<ul style="list-style-type: none"> • The school principal must forward the pupil file when the pupil transfers out of the school and enrolls in another school. • The youth criminal justice component of the pupil file should never be transferred. • The contents of the pupil file being transferred should be review 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. 	Must be destroyed (shredded)	DO NOT TRANSFER
2.	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.	In sealed envelope addressed to professional, marked confidential.	
N.B	<ul style="list-style-type: none"> • Principals may wish to consider obtaining consent from the parent(s) or legal guardian(s) (or the pupil, if he or she is capable of giving consent) to the transfer of the cumulative file component of the pupil file, and particularly to the transfer of personal health information in it. • The transfer of the pupil support file component of the pupil file should normally be done with the consent of the parent(s) or legal guardian(s) of the pupil or with the consent of the pupil (if he or she is capable of giving consent). However, where consent is refused or cannot be obtained, the transfer of the cumulative file component and the pupil support file component of the pupil file must still take place. The pupil and parent(s) or legal guardian(s) should, of course, be advised of the transfer of the file and the nature of the information transferred. 		

Transfer of Pupil Files

Within Division:	→ All to transfer, no permission required	
Out of Division: Resource Teacher and or Clinician should be notified prior to sending of Pupil Support Files	→ Must transfer files	
	Cum File:	→ principal <u>may</u> request parental / student consent
	Pupil Support:	→should get Parental / Student consent – ROI [release of information] or notification to parents.
	Procedure: <ul style="list-style-type: none"> • Seal file • Address to Professional <ul style="list-style-type: none"> ○ Psychologist ○ Speech / Language Pathologist ○ Social Worker ○ Guidance • Mark confidential 	

Culling Pupil File

Can information be culled from a pupil file and destroyed?

Yes, there is a provision for schools to routinely cull pupil files of extraneous information or information that is no longer necessary for the schooling or educational progress of the pupil. The Information that is culled from the pupil file and a disposition records log (see Policy EJB-E) is to be sent to the Records Manager/Security Officer (Secretary-Treasurer) for disposition as per policy EJB. **Keep it current.**

Retention of Student Records

	Pupil File	Retention	Disposition
1.	Cum File	10 years after student ceases to attend a school operated by the board if pupil has not been transferred to another school or is deceased.	Destroy (shred)
2.	Pupil Support File (* to be discussed)	10 years after student ceases to attend a school operated by the board if pupil has not been transferred to another school.	Destroy (shred)
3.	Young Offender file component	Until info is no longer required for the purpose established or student transfers out of the school.	Destroy (shred immediately)
4.	Crisis Response Plans	3 years after superceded	Destroy (shred)