
Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

[Appropriate Educational Programming and Inclusion](#)

[Pupil Files](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Appropriate Educational Programming: Standards for Student Services \(2006\)](#)

[Manitoba Pupil File Guidelines](#)

[Manitoba Regulation 468/88 R](#) – Sections 10, 29(3) and (4) (Education Administration Miscellaneous Provisions)

[Supporting Inclusive Schools: A Handbook for Resource Teachers in Manitoba Schools](#)

[The Public Schools Act](#), sections 42.1 – 42.6, 58.6, 58.9(2)

The Interlake School Division (ISD) adheres to the provisions under [The Public Schools Act](#) regarding the procedures for the collection, storage, retrieval, and use of information respecting students. Detailed information regarding contents, access and privacy, security provisions and transfer of the Pupil File may be found in the [Manitoba Pupil File Guidelines](#).

The following guidelines apply to Student Services Team members regarding record keeping:

1. Student Services Team members must keep up-to-date files on every student receiving Student Services support in a school as outlined by the Manitoba Pupil File Guidelines.
2. All files are kept confidential, except in instances of extreme safety concerns.
3. In the event of a student transfer, all documents/files are to be sent to the receiving school Principal from the current school Principal.

4. The request for Pupil File transfers should be emailed to the Student Services Administrative Assistant so clinical files can be transferred.
5. Phone or personal contact with parents/legal guardians on a frequent basis is encouraged with the goal of maintaining good communication. All contacts must be documented, dated, and kept for future reference.
6. Further information on Pupil File Guidelines may be found in the [Supporting Inclusive Schools – A Handbook for Resource Teachers](#) on the following topics:
 - Student Records
 - Public Schools Act (PSA)
 - The Freedom of Information and Protection of Privacy Act (FIPPA)
 - The Personal Health Information Act (PHIA)
 - Young Offenders Act (Canada) (YOA)