

<p><b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: GBM</b></p>
---	-------------------------

**PERSONNEL RECORDS**

Staff Records

Any changes of address, martial status, or income tax exemptions should be submitted in writing to the office of the Secretary Treasurer.

Staff members are responsible for the submitting birth certificates, medical certificates, and other credentials to the Division office for entry into their personal records.