

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: JO
--	-----------------

CUMULATIVE RECORDS

The policy of Kelsey School Division respecting student records shall be:

1. That student records be confidential, accessible only to persons having a legitimate interest in the information, and that they be classified as:
 - a) Group One (index cards, attendance, and school progress records) to contain non-interpretive data which should be forwarded to the receiving school upon transfer of the student.
 - b) Group Two (student cumulative files, clinical and health records known as the green file or identified with a green label) to contain verified or unverified data, signed and dated, of a confidential and/or interpretive nature which should be forwarded at the request of the student or legal guardian only to the appropriate professional personnel upon transfer of the student.

2. That the guidelines for governing records' accessibility for the purposes of retention and research be:
 - a) That information contained in all files be made available as required by law and/or legal guardian be so informed when it occurs.
 - b) That information contained in Group One records be accessible to the student and/or legal guardian and to all personnel having a legitimate interest in the information and having obtained the school principal's approval.
 - c) That information contained in Group Two records be accessible to the parent/legal guardian with whom the information originated, to the school principal and to such members of the school and school system staff as the principal may designate, provided, however, that a student and/or legal guardian who requests information from these files be referred to the originating professional and/or agency for an interpretation of the information.

When not placed on file in the general office of the school, Group Two records should be kept in a secure area of the school under the jurisdiction of the school resource teacher.

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: JO
--	-----------------

- d) That the student/legal guardian be permitted, through a written request, to challenge the accuracy of the information gathered in the files and be permitted to include written information in the file pertaining to any information on file.
- e) That Group One records of students not attending school in the Division and not requested by another education authority be retained in the school for one year.
- f) That Group Two records, if not transferred to another school outside the Division, be destroyed three years after the student leaves school.
- g) That information in any file, exclusive of that contained in student cumulative files, be made available for external research projects authorized by the school Superintendent and/or the Minister of Education provided the anonymity of the students is guaranteed, and provided such information is made available only upon the written permission of the student/legal guardian.
- h) That all student records, excepting those of a punitive or non-recurring nature, be transferred from school to school within a Division as the student progresses through the various levels.

Use of Personal Information in Education Research

With respect to the use of personal student information in educational research, the following will apply:

- 1) That written consent be obtained from the parents or legal guardian of any student about whom the data are to be used, prior to the use of the information.
2. That written consent be obtained from the teacher about whom the data are to be used, prior to the use of the information.
3. That the researcher respect the right of the individual to refuse to release certain information.
4. That the researcher respect the confidentiality of the data collected.
5. That the information obtained be used in such a way that the data cannot be identified with a specific student or teacher.

RELEASE FORM

CONFIDENTIAL RECORDS

Kelsey School Division No. 45, The Pas, MB

Records about students may be classified into two major groups.

GROUP ONE RECORDS contain cumulative information (non-interpretive) such as name, birthdate, school progress, attendance, etc. This information is forwarded to a child's new school upon the transfer of the student.

GROUP TWO RECORDS contain information of a confidential and/or interpretive nature which may be of use to the professional staff of the receiving school such as test results, medical information, health records, etc. To safeguard the privacy of these records, parents/guardians are required to authorize the transfer of such record by signing the statement below.

PRINCIPAL
Kelsey School Divison
The Pas, Manitoba

*This is your authorization to forward the **Group Two** records of*

_____, *to the principal of the school to which s/he is being transferred.*

Parent/Guardian's Signature

Date

Note: If this form is not signed before the child transfers out, a copy will be forwarded to the receiving school for completion and return.