



**Policy:** JRA  
**Subject:** Pupil File Management

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### **Policy:**

Red River Valley School Division Board of Trustees expects that pupil files will be managed in accordance with the practices and procedures outlined in the Manitoba Pupil File Guidelines as prescribed by the Government of Manitoba.

### **Protocol:**

The Pupil File is a record or collection of records respecting a pupil's attendance, academic achievement and other related matters in the possession or control of the school board. These records may include:

- Personal Information
- Personal Health Information
- Youth Criminal Justice Information
- Third Party Information

The purpose of collecting this information must relate to the provision of education programs and services supporting the pupil's educational progress. Information may be collected either directly from the pupil or parent/guardian or indirectly from another source.

The Pupil File may be organized and separated into sub-files by three components: the cumulative file, pupil support file and Youth Criminal Justice file. They are all considered part of the pupil file for definition, collection, access, retention, destruction or transfer considerations.

All pupil files will be managed in accordance with the provincial guidelines as well as specific procedures that have been developed by the Red River Valley School Division. The following pieces of Manitoba Legislation will also be considered when determining a course of action:

- The Public Schools Act
- The Education Administration Act
- The Freedom of Information and Protection of Privacy Act
- The Personal Health Information Act
- The Youth Criminal Justice Act

### **Procedure:**

All procedures and documentation required for the proper management of Red River Valley School Division pupil files is contained in the Red River Valley School Division Records Management procedure document.