

[Policy Home](#)[Section J Index](#)[Policy JRA](#)[Exhibit JRA-E1](#)**Cumulative Files:**

This exists for all pupils and will typically include:

- the student's name, gender, and date of birth;
- a current Pine Creek School Division student registration form;
- copy of Birth Certificate
- the Manitoba Education and Training Number (MET #)
- the names of all schools attended by the student and the dates of enrolment, if known;
- an annual summary or a summary at the end of each semester of the student's attendance, achievement or progress in the courses and programs in which that student is enrolled. This may include: report cards and transcripts, including, the results obtained by the student on any diagnostic test, achievement test and examination conducted by or on behalf of the Province;
- the citizenship of the student, and if the student is not a Canadian citizen, the type of visa or other document pursuant to which the student is lawfully admitted to Canada for permanent or temporary residence and the expiry date of that visa or other document;

May also include:

- Behavioural misconduct information
- Child custody, guardianship orders.
- Home/school communication.
- Most recent, signed IEP (could include a BIP, AEP).
- Current, signed Standard Health Care Plans or Individual Health Care Plan.
- Current notations regarding contacts with external agencies (ie, CFS).
- General information related to special funding.
- Current notation about involvement of social service, psychological/psychiatric or counseling resources of any agency or school previously attended.
- Other information pertinent to the child's education as listed in the *Manitoba Pupil File Guidelines*.
- **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.**

**Security Requirements for Cumulative Files**

As some cumulative files contain personal health information, all cumulative files will be stored securely to the standards set under PHIA. See Regulation EHB-R for the standards for physical and electronic security.