

[Policy Home](#)[Section J Index](#)[Policy JRA](#)[Exhibit JRA-E2](#)**Pupil Support Files**

The content of a pupil support file is confidential and should be kept separately in a secured area away from the cumulative file and the youth criminal justice file. Pupil support information may be kept in more than one location, as long as all appropriate cross references are recorded in the cumulative file, at a minimum.

Exists for some students and may include:

- Documentation about all inter-agency contacts and the provisions of any other resource services from within or outside of the school division;
- Ongoing health/psycho-social counseling information, whether medical, psychological, or behavioral.
- School clinician and related correspondence, notes from meetings, contact logs, consultation notes;
- Referrals to other agencies and individuals;
- Results obtained on specialized assessments;
- Reports from service providers, such as agencies, hospitals, and clinics;
- Reports and notes from behavior specialists such as psychologists, psychiatrists, or other therapists, if such documentation exists.
- Evidence of special programming (i.e., one individual education plan per year, for each year that such a plan was in place).

Security Requirements for Pupil Support File

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

School clinicians may maintain a discipline-specific clinical pupil support file. The existence of such files, including the location of where these files are stored, is referenced in the cumulative file. A database is maintained at the division office that includes the date the clinical pupil support file was opened, the status of the file, as well as the date the file was closed. Files that are closed are stored at the division office, in compliance with the standards set under PHIA and Regulation EHB-R.

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