

[Policy Home](#)[Section J Index](#)[Regulation JRA-R1;R2;R3;R4;R5](#)[Exhibit JRA-E1;E2;E3;E4;E5](#)**Pine Creek School Division Records Management: Pupil Files**

The Pine Creek School Division establishes this policy and the accompanying regulations and exhibits to ensure the correct management of pupil files, including their compilation, access and privacy, transfer, and retention and disposition according to the *Manitoba Pupil File Guidelines* and the *Guidelines on the Retention and Disposition of School Division/District Records*.

All recorded information about a pupil that is either generated or received by school division staff is the custody, or under the control, of Pine Creek School Division. Professional staff may maintain a working file in addition to the pupil file. The existence of any such file should be documented in both the cumulative file and a master pupil support file component. Professional staff should be aware that any record made during the course of employment with Pine Creek School Division is in the custody, or under the control, of Pine Creek School Division. It is not the author's personal property. Therefore, it is subject to the same access and privacy provision as all the other personal information or personal health information about a specific pupil.

Provision should be made to retain original documents when it is important to keep an original signature or initial on a document. Any electronic file is subject to the same privacy and access requirements applicable to hard copy.

All employees and trustees of Pine Creek School Division:

- Shall treat as confidential all information, data, reports, documents and materials acquired or to which access has been given in the course of, or incidental to, their role;
- Shall comply with any rules or directions made or given by Manitoba Education or Pine Creek School Division with respect to safeguarding or ensuring the confidentiality of such information, data, reports, documents or materials; and
- Shall be bound by these conditions of confidentiality at all times after leaving Pine Creek School Division.

When collecting personal information, Pine Creek School Division Schools will explain the purpose of the collection, as well as the authority under which it is collected.

The principal is responsible for proper registration of students in the school. He/she will ensure that specific procedures are in place for the establishment, maintenance, retention, transfer and disposition of a record for each student enrolled in the school, in compliance with the criteria established by the board. Data that is no longer relevant should be removed from the files and destroyed, as outlined in Regulation JRA-R5. The principal will ensure that the files are kept in a secure location. Cumulative files are not to be removed from the school.

Definition of Pupil File (Subsection 42.2 of Public Schools Act): a record or collection of records respecting a pupil's attendance, academic achievement, and other related matters in the possession or control of a school board. A "record" is a record of information in any form: ie, information that is written, photographs, audio and video tapes, information that is stored in electronic form, etc.

Under FIPPA, the collection of personal information must be "directly related to or necessary for an existing program or activity of the local public body". [FIPPA 36 (1) (b)] This ensures that the school collect only the information related to the student's educational progress.

The pupil file is an on-going official record of a student's educational process through Kindergarten to Grade 12 in the Public School System in Manitoba. It must be handled in accordance with The Public Schools Act (subsections 42.1 to 42.6, subsection 58.1, clause 58.6(c) and 58.9(2)(c)), The Freedom of Information and Protection of Privacy Act (FIPPA), The Personal Health Information Act (PHIA), and The Youth Criminal Justice Act (YCJA).

The pupil file will contain all the information collected or produced to support the educational progress of a pupil. The pupil file comprises the following components and each is to be maintained in a separate location:

- a. Cumulative file
- b. Pupil support file, as necessary
- c. Youth criminal justice file, as necessary

In the case of an adoption, records must be managed in a way that ensures that cross-referencing between birth and adoptive identities cannot occur. School principals will be notified by Manitoba Education regarding adoptive placements and will work in conjunction with the pupil's social worker in compiling a new pupil file.