



POLICY: JO Student Records

REGULATION:

EXHIBIT:

Seine River School Division maintains a pupil file for each of its students.

The pupil file will contain all the information collected or produced by a school division to support the educational progress of a pupil. The pupil file is comprised of the following components:

- The cumulative file
- The pupil support file
- The youth criminal justice file as necessary

The pupil file is a record or a collection of records respecting a pupil's attendance, academic achievement and other related matters in the possession or control of a school board (PSA Subsection 42.2). The pupil file can contain written information, photographs, audio and video tapes and information that is stored in electronic form. Provision is made to retain original records when it is important to keep an original signature or initial on a document. Any micro recording or computer file or reproduction of a pupil file is subject to the same privacy and access requirements applicable to hard copy.

APPROVED: January 2014

REVISED:

SOURCE: Manitoba Pupil File Guidelines (January 2012); Manitoba Public Schools Act

OTHER REFERENCE:

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