



Cumulative File Insert:
 Cross-Referencing Listing
 Administrative Procedure 1.A.160A

Pupil support information may be held in more than one designated secured location within a school (e.g., school counsellor's and/or resource coordinator's office). Documentation must be recorded in the pupil's cumulative file component stating that information on the pupil is being held in these separate locations.

Student Name: _____

Birthdate: ____ / ____ / ____
 DD MM YY

The Pupil Support File for this student contains information from the services indicated:

(All information in file should be signed and dated)

(√) School:	Date	School	Date	School	(√) if file is closed
Resource Teacher					
Counsellor					
Division/Clinical:					
Psychologist					
Speech Language Pathologist					
Physiotherapist					
Occupational Therapist					
Behavior Support Teacher					
Manitoba Education:					
Consultant Deaf/Hard of Hearing					
Consultant Blind/Visually Impaired					
Other:					
Audiologist					
Mental Health					
Child and Family Services					
Plans/Applications:					
Funding Applications					
Individual Education Plan					
Behavior Intervention Plan					
Adaptive Education Plan					
Individual Transition Plan					
Personal Transportation Plan					
Individual Health Care Plan					
Safety Plan					

NOTE: The school principal must forward the pupil file, including the cumulative components and all files which comprise the support file component, when the pupil transfers out of the school and enrolls in another school. The Pupil Support File components should be clearly identified as containing sensitive personal health information and it is up to the receiving school or school division to ensure that only appropriate personnel have access to the file and the information within it (e.g. Psychologist's report).