



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
<input type="checkbox"/> Resource Teacher					
<input type="checkbox"/> Counsellor					
Division/Clinical:					
<input type="checkbox"/> Psychologist					
<input type="checkbox"/> Speech Language Pathologist					
<input type="checkbox"/> Physiotherapist					
<input type="checkbox"/> Occupational Therapist					
<input type="checkbox"/> Behavior Support Teacher					
Manitoba Education:					
<input type="checkbox"/> Consultant Deaf/Hard of Hearing					
<input type="checkbox"/> Consultant Blind/Visually Impaired					
Other:					
<input type="checkbox"/> Audiologist					
<input type="checkbox"/> Mental Health					
<input type="checkbox"/> Child and Family Services					
Plans/Applications:					
<input type="checkbox"/> Funding Applications					
<input type="checkbox"/> Individual Education Plan					
<input type="checkbox"/> Behavior Intervention Plan					
<input type="checkbox"/> Adaptive Education Plan					
<input type="checkbox"/> Individual Transition Plan					
<input type="checkbox"/> Personal Transportation Plan					
<input type="checkbox"/> Individual Health Care Plan					
<input type="checkbox"/> 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).