



*The Public Schools Act* requires every school board to establish a pupil file for each student enrolled in a Manitoba school and to establish a system of information collection and storage, retrieval and use of information respecting to each individual student.

The pupil file is an ongoing official record of a student's educational progress from Kindergarten to Grade 12 in Manitoba. A pupil file includes the entire collection or repository of information and documentation relating to the education of the student which is stored in written, photographic, electronic or any other form and is held in the school, school board office or other office under the jurisdiction of the school board. A pupil file can potentially consist of one or more of three components comprising cumulative student information, pupil support information and youth criminal justice information.

The division takes responsibility for the management and protection of the records and information in its custody in accordance with the requirement for managing and protecting information as outlined in *The Education Administration Act*, *the Public Schools Act*, the *Freedom of Information and Protection of Privacy Act*, the *Personal Health Information Act*, the *Youth Criminal Justice Act* and Sunrise School Division Procedure EHB - Records Management and Retention, and EHB-E – Records Management Schedule.

Information in pupil files will be available for research projects authorized by the superintendent, provided that the anonymity of the pupils is guaranteed.

<b>Cross Reference:</b>		
<b>Date Adopted:</b> August 1, 2017	<b>Date Amended:</b>	<b>Board Motion(s):</b>
<b>Policy:</b>	<b>Guidelines:</b> JRA-R	<b>Exhibit:</b> JRA-E1, JRA-E2, JRA-E3, JRA-E4, JRA-E5