



JRA-E4
PUPIL FILE DISPOSITION RECORD

- To be completed for each student who transfers in to or out of the school.
- A copy of the Student Disposition Form prepared at the end of Grade 5 or Grade 8 will suffice as a Record of Pupil File Disposition for Grade 5 and Grade 8 students (file with this list)
- For students transferring out of Sunrise School Division, a copy of the Cumulative File Insert must be retained in the sending school (file with this list).

Student Name	Met #	Transfer In or Transfer Out	Description of Documents Received/Sent	From/To Whom Records/Files Received/Sent Name /School	Date File Received/ Sent	Name of Person Making Entry

This personal information is collected under the authority of the *Public Schools Act* and the *Freedom of Information and Protection of Privacy Act (FIPPA)*, and will be used for the purpose of maintaining student records. If you have any questions about the collection contact the Access and Privacy Officer, Sunrise School Division, Box 1206, 344 Second Street North, Beausejour MB R0E 0C0 Phone: 204-268-6500.



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Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):
Procedure: JRA	Guidelines: JRA-R	Exhibit: JRA-E1, JRA-E2, JRA-E3, JRA-E5