



PUPIL FILE GUIDELINES

A pupil file is a comprehensive record of a student's educational journey from Kindergarten to Grade 12, encompassing academic progress and support information. Turtle Mountain School Division adheres to Manitoba Education and Early Childhood Learning's Pupil File Guidelines, which are guided by The Public Schools Act, The Freedom of Information and Protection of Privacy Act, The Personal Health Information Act, and The Youth Criminal Justice Act. These guidelines ensure the appropriate collection, storage, retrieval, use, and protection of student information, including cumulative academic data, support records, and youth criminal justice information when applicable, while complying with all relevant provincial and federal legislation.

These guidelines can be found online at:

<https://www.edu.gov.mb.ca/k12/docs/policy/mbpupil/mbpupil.pdf>

Transfer Request form:

https://www.edu.gov.mb.ca/k12/docs/policy/mbpupil/transfer_request.pdf

Cross Reference	Board Policy: 12 Learning Environment, Program and Services Procedures: Forms:		
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