



Turtle River School Division - Administrative Procedure

Section D – Student Services Disposition of Specialist's Reports

1. Channeling Reports

All reports from specialist agencies outside the school division must be directed to the student services coordinator.

2. Central File Management

- A copy of each report will be retained in the central files.
- The student services coordinator is responsible for maintaining these files, which shall be accessible to the superintendent and/or the Board in Committee of the Whole.

3. Distribution to Schools

The report will typically be sent to the principal of the school where the student is enrolled.

4. Communication to Staff

The principal will share the report with the teacher and resource teacher (or guidance counselor), either in written form or verbally, at their discretion.

5. Handling of Written Reports

Written reports will be categorized and managed as follows:

- Reports of General Educational Concern
These reports will be placed in the student's cumulative record for reference.
- Confidential Reports
 - Reports of a confidential nature will be stored in a separate school file.
 - A notation will be made in the cumulative record indicating that additional information is available, accessible at the principal's discretion.
 - Reports that contain sensitive personal information unrelated to educational concerns, or which could unduly prejudice the student if included in the cumulative record, will not be placed there. Such reports can only be released with written parental consent.
- Psychological Test Results
While these results are of educational value, they will be excluded from the cumulative record and stored in the special school file.

6. Retention and Destruction of Reports

The student services coordinator is responsible for retaining and disposing of reports in accordance with the division's Record Retention Policy.

Board Informed:	Last Reviewed:	Last Revision:
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