

CONFIDENTIAL STUDENT RED BINDER

Background

The Confidential Student red binders are to be filed within the front of the student's cumulative file.

Procedures

The following documentation is to be included in the red binder to fully support the Ministry Category, and provide a relevant, two-to-three-year history:

1. Designation tab
 - 1.1. Designation Confirmation Sheet
 - 1.2. PCRVI verification for Category E
2. Assessments tab
 - 2.1. Instructional Support Planning Process tools (current and prior)
 - 2.1.1. Every three years = Intellectual; Physical Disability/Chronic Health; ASD; Learning Difficulties)
 - 2.1.2. Annually = Behavioural/Mental Illness, some chronic health issues
 - 2.2. Assessments (*most recent assessments – could be 3 to 6 years old*)
 - 2.2.1. Achievement
 - 2.2.2. Adaptive functioning
 - 2.2.3. Behavioural
 - 2.2.4. Cognitive
 - 2.2.5. Functional Behaviour Assessment
 - 2.2.6. Analysis of behavioural events
 - 2.2.7. Medical or Mental Health Diagnosis report
3. IEP tab
 - 3.1. Individual Education Plan (current and last year)
 - 3.2. Supplementary Plans
 - 3.3. Positive Behaviour Support Plan
 - 3.4. Staff Response/Safety Plan
 - 3.5. Nursing Support Services Delegated Care Plan
4. School Based Services tab
 - 4.1. School Based Team minutes (current and last year)
 - 4.2. Student Services referral forms (current and last year)
 - 4.3. Consultation meeting minutes / notes (current and last year)

- 4.4. School support services reports and contact logs (AESW, YCW, School or District Counsellor) (current and last year)
- 4.5. EA schedule/contact logs

5. Community Services tab

- 5.1. Inter-ministerial/Other Agencies documentation (*current and last year*)
- 5.2. Outside Agency contact logs
- 5.3. Release of/Permission to Obtain Information

At the end of the school year (June) pruning of red binder documentation must occur to maintain the two to three-year evidence only. Pruned documentation should be incorporated into the student's cumulative file in the proper academic year bundles.

Upon de-categorization of a 1701 student, the red binder will be disassembled and incorporated into the student's cumulative annual year bundles.

Reference:

Approved: August 2012
Revised: August 15, 2021