

# 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. Learning 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 (IESW, 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