

CONFIDENTIAL RED FOLDERS – INFORMATION FOR SCHOOLS

Place the red folder in the regular file (G4). For Out of District, do not release with parent/guardian consent form.

What goes in the Red Folder for Confidential Information?

Outside Agency Involvement

- Integrated Care Team meeting minutes
- Minutes from meetings with external agencies (e.g. MCFD/CYMH...)
- Letters of involvement from external agencies

Assessments and Reports

- Medical/Health Reports
- Psychoeducational Assessments
- Sunny Hill Assessments, or those from private clinics or the Child Development Centre
- OT, PT, SLP, Vision/Hearing, etc.
- Provincial Outreach Program reports (e.g. POPARD, PIOP)
- Threat Assessments, Suicide Risk Assessments
- Behaviour Assessments (e.g. FBA, Conners)
- KTEA/KBIT

Referrals

- School Based Team
- LSS Referral forms
- Provincial Outreach Program
- L & A Centre
- External agencies (e.g. CYMH, CDC)

Other

- Custody and Restraining Orders
- Legal letters/documents
- Parent Release forms
- Meeting minutes: Care Team, SBT, IEP
- File Reviews, History of Interventions

What goes in the regular file (G4)?

- Medical Alert Information
- Permanent Student Record
- Report Cards
- Individual Education Plans & Reports
- Learning Plans & Reports
- L&A Centre Reports
- Formal letters of Suspension
- Safety Plans
- Behaviour Intervention Plans
- FSA Reports
- Registration forms and accompanying release forms

What goes in an LA file?

- Informal assessments/screeners (e.g. PM Benchmarks, DIBELS, Dolce lists, etc.)
- Writing Samples
- Copies of IEPs, LA Plans & Reports
- Summary of direct service hours
- Communication Log