**CATEGORY/DOCUMENTS**

 ***Electronic Student Files***

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| **CIMS Category** | **Documents** |
| AED – Aboriginal Education | Consent forms |
| ART – Alert Documents |  |
| DSP – Discipline Documents | Discipline letters |
| IEP – Education Plan Documents | Education PlansYearly plans are uploaded from IEP Central for category students in July. Uncategorized and interim student plans need scanningSafety Plans |
| INT – Interim Reports | Interim ReportsUsed at Outreach only – Use REP |
| LEG – Legal Documents | Birth CertificateCare CardPassportFreedom of Information formsHealth InsuranceWork/Study PermitImmigration PermitPermanent Residence Card |
| MSP – Michelangelo Students Profile | Auto loaded from the District Subscription based – pilot projectMay or may not continue |
| PSR – PSR Card | Provincial Permanent Student Record |
| REP – Report Card | All report cards |
| SSC – Special Ed Correspondence | Summary ReportsSchool Based Team ReferralsStudent Support Letters, memos, notes etc.Letters from outside agencies/familiesPreschool settingsShuswap Children’s Assoc. (SCA)North Okanagan Neurological Assoc. (NONA) |
| SSD – Special Ed Department | LRT ReportsEarly Intervention Program updatesSpeech & Language ReportsSupport Level DescriptorsVision Teacher ReportsPhysiotherapy & Occupational Therapy ReportsAudiology ReportsESL/ESD ReportsWIAT Summary Form/ReportMiscellaneous SS Reports |
| SSE – Special Ed Ministry Correspondence | Ministry of Education (MOE)Ministry of Health (MOH)Interior Health Ministry of Children and Family Development (MCFD)ProbationsProvincial Outreach Programs:SET BC reports & correspondencePRCVI reports & correspondence, certificate of eligibilityPOPARD reports, referrals & correspondencePOPDB reports, referrals & correspondencePISP reports, referrals & correspondencePOPFASD reports, referrals & correspondencePhysical Disabilities/Chronic Health Impairments Instructional Support Planning Process formsAutistic Spectrum Disorder Instructional Support Planning Process forms |
| SSM – Special Ed Medical Reports | Audiology Reports from outside agenciesVision Reports from outside agenciesOT /PT Reports from outside agenciesPhysician’s letters & Pediatric ReportsInterior Health reports & lettersMinistry of Children & Family (MCFD) lettersSunny Hill Health Centre for Children (Sunny Hill)BC Children’s Hospital (BC Children’s)Children’s & Women’s Health Centre of BC (C & W)Interior Health Children’s Assessment Network (IHCAN)Okanagan Abilities CentrePsychologist and/or Psychiatrist |
| SSP – Special Ed Psychological Reports | All Psychological Assessments & ReportsDistrict Psycho-Educational Assessment Reports |
| SSR – Special Ed Referrals | Referrals to Student Services eg: OT/PT; SLP; Hearing; Vision; Psych; ESL/ESD.Consent for Release of Confidential InformationPermission forms (note the Department in the description) |
| ZGE – Other Ministry/General Documents | Use as a last resort. As we grow, more categories may be required. |

***Updated November 7, 2012.***