**CATEGORY/DOCUMENTS**

***Electronic Student Files***

|  |  |
| --- | --- |
| **CIMS Category** | **Documents** |
| AED – Aboriginal Education | Consent forms |
| ART – Alert Documents |  |
| DSP – Discipline Documents | Discipline letters |
| IEP – Education Plan Documents | Education Plans  Yearly plans are uploaded from IEP Central for category students in July.  Uncategorized and interim student plans need scanning  Safety Plans |
| INT – Interim Reports | Interim Reports  Used at Outreach only – Use REP |
| LEG – Legal Documents | Birth Certificate  Care Card  Passport  Freedom of Information forms  Health Insurance  Work/Study Permit  Immigration Permit  Permanent Residence Card |
| MSP – Michelangelo Students Profile | Auto loaded from the District  Subscription based – pilot project  May or may not continue |
| PSR – PSR Card | Provincial Permanent Student Record |
| REP – Report Card | All report cards |
| SSC – Special Ed Correspondence | Summary Reports  School Based Team Referrals  Student Support Letters, memos, notes etc.  Letters from outside agencies/families  Preschool settings  Shuswap Children’s Assoc. (SCA)  North Okanagan Neurological Assoc. (NONA) |
| SSD – Special Ed Department | LRT Reports  Early Intervention Program updates  Speech & Language Reports  Support Level Descriptors  Vision Teacher Reports  Physiotherapy & Occupational Therapy Reports  Audiology Reports  ESL/ESD Reports  WIAT Summary Form/Report  Miscellaneous SS Reports |
| SSE – Special Ed Ministry Correspondence | Ministry of Education (MOE)  Ministry of Health (MOH)  Interior Health  Ministry of Children and Family Development (MCFD)  Probations  Provincial Outreach Programs:  SET BC reports & correspondence  PRCVI reports & correspondence, certificate of eligibility  POPARD reports, referrals & correspondence  POPDB reports, referrals & correspondence  PISP reports, referrals & correspondence  POPFASD reports, referrals & correspondence  Physical Disabilities/Chronic Health Impairments Instructional Support Planning Process forms  Autistic Spectrum Disorder Instructional Support Planning Process forms |
| SSM – Special Ed Medical Reports | Audiology Reports from outside agencies  Vision Reports from outside agencies  OT /PT Reports from outside agencies  Physician’s letters & Pediatric Reports  Interior Health reports & letters  Ministry of Children & Family (MCFD) letters  Sunny 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 Centre  Psychologist and/or Psychiatrist |
| SSP – Special Ed Psychological Reports | All Psychological Assessments & Reports  District 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 Information  Permission 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.***