Establishing and Maintaining Student Files

The Learning Resource Teacher (LRT) ensures that documentation is in place to support the assigned category for a student with special educational needs. Alternatively, the LRT is involved in collecting information for potential categorization of students new to the school.

School District 83 is in the process of creating electronic files for each student, with documents accessible through Admin Connect. Presently, itinerant specialists and school secretaries are able to input documents into Admin connect. However, until this process is well established and all files become electronic, LRTs are required to keep “paper” files.

There are two types of “paper” files applicable to students with special educational needs. One is the cumulative file, stored in the office area, and the other is the LRT file stored in the Student Support Services area.

**Receiving and Sending Student Files:**

The LRT is encouraged to collaborate with the secretary in charge of files to ensure there is a protocol in place, at their school, for sending and receiving files for special needs students new to the school, or leaving to attend another school.

When receiving a file or any documentation from community professionals or medical specialists, it is recommended that a protocol be established so that the document is scanned into Admin Connect and/or forwarded to the LRT for filing.

When a student leaves the school it is important to send pertinent documents from the LRT file along with the main file. The secretary will request these documents from the LRT.

**Contents of the LRT file:**

The LRT keeps a working file for each student listed on their case load. For students in category A, C, D, E, F, G and H, an LRT *Red File* is required. Students in category K, Q, and R do not require a specific *Red File*, but still require a working LRT file. At the secondary school level, category P students do not generally warrant an LRT file

**Red File Contents:**

The *Red File* is held within a red three ringed binder. It must contain, in an organized format, copies of the following. Be sure to leave the originals in the cumulative file (unless the document has been previously scanned into Admin Connect):

* Contents page
* Ministry Category Page
* Funding Approval Page
* CEA Support Document
* Current IEP
* Psych. ED. Report
* Level B Assessments
* Instructional Support Planning Tool
* SLP/OT or PT Reports
* Communication Record
* Other – progress reports, notes etc.

Other working LRT files (for Cat K, Q, and R) do not need to be contained within a red binder, a simple file folder will suffice, however, the LRT may find it useful to follow the same format and include the same items as the red file in order to create a well documented case.

**The Cumulative File:**

It is important to collaborate with the secretary in charge of files at your school to establish the protocol for signing out student cumulative files. Due to the sensitive and confidential nature of some documents within the file, generally, student cumulative files are not to be taken out of the main office area.

**Graduated Student Files:**

It is recommended that the LRT store graduated student red files/working files for a period of time following the student’s graduation. The office will store the cumulative file for a period of 5 years following graduation.