

School Records Management System In Reverse Order

<u>Files</u>	<u>Main Category</u>	<u>Subheading</u>
Acts and Legislation	Legal	Acts and Legislation
Advent	Communications-Public Relations	Events, Ceremonies and Celebrations
Allocation of Classrooms	Facilities Management	Facilities Planning
Allocation of Student and Teacher Workspace	Facilities Management	Facilities Planning
Anaphylactic Students Taking Transportation	Student	Transportation - Student Bus Services
Anniversary Invitations	Communications-Public Relations	Events, Ceremonies and Celebrations
Announcements	Communications-Public Relations	Communiqués
Annual Learning Plan - ALP	Human Resources	Performance Appraisals
ARC	Administration	Associations, Organizations and Councils
Athletics	Student	Extracurricular - Co-curricular Activities
Author Days	Communications-Public Relations	Events, Ceremonies and Celebrations
Awards Assembly	Student	Bursaries and Awards
Binder Cover Sheets	Administration	Forms Inventory
Blank Forms	Administration	Forms Inventory
Blue Jays Event	Communications-Public Relations	Events, Ceremonies and Celebrations
Breakfast Program	Student	Programs - Student Meals
Bus Information	Student	Transportation - Student Bus Services
Catholic Education Week	Communications-Public Relations	Events, Ceremonies and Celebrations
Catholic School Council	Administration	Associations, Organizations and Councils
Choir	Student	Extracurricular - Co-curricular Activities
CIL-M	Program Development - Design	Program Planning
Class List Reports	Student	Student Reporting
Clubs	Student	Extracurricular - Co-curricular Activities
Collective Agreements and Working Conditions	Human Resources	Labour Relations, Negotiations and Agreements
Commencement Awards	Student	Bursaries and Awards
Communiqués	Communications-Public Relations	Communiqués
Complaint	Communications-Public Relations	Complaint
Concerts	Student	Programs - Non-Classroom
Confirmation	Communications-Public Relations	Events, Ceremonies and Celebrations
Contacts and Mailing Lists	Communications-Public Relations	Contacts and Mailing Lists
Contracts	Student	Student Reporting
Course Timetables	Student	Timetables - Schedules
Daily Absence Reports	Student	Registers - Student Enrolment
Daily Attendance Registers	Student	Registers - Student Enrolment
Director's Meetings (S)	Administration	Meeting Documentation - Internal
Divisional Meetings	Administration	Meeting Documentation - Internal
DRA /Observation Survey/Benchmark	Student	Examinations, Testing and Assessments
Drawings and Specifications	Facilities Management	Drawings and Specifications
EA Meetings	Administration	Meeting Documentation - Internal
EA Supply Folder	Program Development - Design	Program Planning
Eco Schools	Administration	Associations, Organizations and Councils
Elementary Program Council	Administration	Associations, Organizations and Councils
ELKP	Administration	Associations, Organizations and Councils
ELL	Program Development - Design	Program Planning
ELL ELD Student Tracking	Student	Registers - Student Enrolment

<u>Files</u>	<u>Main Category</u>	<u>Subheading</u>
Emergency Information/SPEAR	Facilities Management	Emergency Plans
Emergency Plans	Facilities Management	Emergency Plans
Employee Benefit Plans	Human Resources	Employee Benefit Plans
Employee Incident - Accident Reports (A)	Human Resources	Employee Incident - Accident Reports
Employee Records	Human Resources	Employee Records
EQAO	Student	Examinations, Testing and Assessments
ESL	Program Development - Design	Program Planning
Essay Contest	Student	Programs - Non-Classroom
Family of Schools Meetings	Administration	Meeting Documentation - Internal
Field Trips	Student	Student Records - External Program Participation
Fire Drill Guidelines and Plans	Facilities Management	Emergency Plans
First Communion	Communications-Public Relations	Events, Ceremonies and Celebrations
First Communion	Communications-Public Relations	Events, Ceremonies and Celebrations
First Language Reports	Student	Student Reporting
Foreign Students	Student	Student Records - External Program Participation
Fresh Start	Student	Suspensions-Expulsions
Funding - Charitable Organizations	Finance	Funding - Charitable Organizations
Funding - Student/School Council	Finance	Funding - Student/School Council
Grade 8 Day - Open House	Communications-Public Relations	Events, Ceremonies and Celebrations
Grade 8 Retention Chart	Student	Student Reporting
Grade 9 Curriculum Night	Communications-Public Relations	Events, Ceremonies and Celebrations
Graduation Awards	Student	Bursaries and Awards
Graduations - Commencements	Communications-Public Relations	Events, Ceremonies and Celebrations
Guidelines, Policies and Directives: External	Governance and Policy	Guidelines, Policies and Directives: External
Guidelines, Policies and Directives: Internal	Governance and Policy	Guidelines, Policies and Directives: Internal
Health and Safety Inspection Reports	Facilities Management	Health and Safety Committee
Health and Safety Meetings	Administration	Meeting Documentation - Internal
Health Information	Student	Student Health Records - CONFIDENTIAL
Health Unit Information	Student	Student Health Records - CONFIDENTIAL
Home Instructions	Student	Case Files - Referrals (S)
Home Schooling Records	Student	Case Files - Referrals (S)
Homeroom Lists	Student	Student Reporting
Joint Health and Safety Committee Agenda	Facilities Management	Health and Safety Committee
Jump Start	Student	Suspensions-Expulsions
Key Control	Facilities Management	Security
Kids Helping Kids	Finance	Funding - Charitable Organizations
Labels	Administration	Forms Inventory
Labour Relations, Negotiations and Agreements	Human Resources	Labour Relations, Negotiations and Agreements
Leading Student Achievement	Administration	Associations, Organizations and Councils
Letterhead	Administration	Forms Inventory
Letters	Communications-Public Relations	Communiques
Lists of Destroyed Records	Administration	Records Destruction Notices
Lockdown Procedures	Facilities Management	Emergency Plans
Mass Information	Communications-Public Relations	Events, Ceremonies and Celebrations
Material Safety Data Sheets	Facilities Management	Material Safety Data Sheets
Media Clippings	Communications-Public Relations	News Reports
Media Releases	Communications-Public Relations	News Reports
Medical Information	Student	Student Health Records - CONFIDENTIAL
Memos	Communications-Public Relations	Communiques
Milk Program	Student	Programs - Student Meals
Miscellaneous Student Information	Student	Miscellaneous Student Information

<u>Files</u>	<u>Main Category</u>	<u>Subheading</u>
News Reports	Communications-Public Relations	News Reports
Newsletters	Communications-Public Relations	Publications - Internal
Niagara Catholic Website Archives	Communications-Public Relations	News Reports
Non-Resident Student Reports	Student	Student Reporting
Nutrition Committee	Administration	Associations, Organizations and Councils
OFIP	Administration	Associations, Organizations and Councils
OLS	Administration	Associations, Organizations and Councils
ONSIS Reporting	Finance	ONSIS Reporting
OSR Requests	Administration	Requests for Information
Permission Forms	Administration	Forms Inventory
Photographs	Communications-Public Relations	Multimedia Materials
Physical Intervention Incident Report	Student	Suspensions-Expulsions
Planning - School Boundaries	Research and Planning	Planning - School Boundaries
Post Intensive French	Program Development - Design	Program Planning
Principal Council Meetings	Administration	Meeting Documentation - Internal
Principal's Association	Administration	Associations, Organizations and Councils
Principals' Council (Share)	Administration	Meeting Documentation - Internal
Principal's Honour Role	Student	Bursaries and Awards
Program Curriculum Guidelines	Program Development - Design	Program Curriculum Guidelines
Program Planning	Program Development - Design	Program Planning
Promotion Listings	Student	Student Reporting
Property Damage - Trespassing Reports	Legal	Property Damage - Trespassing Reports
Purchase Orders	Finance	Purchasing Documentation
Recruitment and Hiring	Human Resources	Recruitment and Hiring
Request for Printing Service	Administration	Service Requisitions and Report - Internal Services
Request for Printing Services	Administration	Service Requisitions and Report - Internal Services
Retirement Receptions	Communications-Public Relations	Events, Ceremonies and Celebrations
Reunions	Communications-Public Relations	Events, Ceremonies and Celebrations
SAD Updates	Program Development - Design	Program Planning
Safe Schools Committee	Administration	Associations, Organizations and Councils
School Bell Schedule	Student	Timetables - Schedules
School Committees	Administration	Associations, Organizations and Councils
School Extracurricular Activities	Student	Extracurricular - Co-curricular Activities
School Floor Plans	Facilities Management	Facilities Planning
School Histories	Communications-Public Relations	Memorabilia
School Improvement Meetings	Administration	Meeting Documentation - Internal
School Logos	Communications-Public Relations	Memorabilia
School Memorabilia	Communications-Public Relations	Memorabilia
School Year Calendar	Student	Timetables - Schedules
SCOEP Information	Communications-Public Relations	Events, Ceremonies and Celebrations
SNAC	Administration	Associations, Organizations and Councils
SNAP	Administration	Associations, Organizations and Councils
Speeches and Presentations	Communications-Public Relations	Speeches and Presentations
Sports Council (local)	Administration	Associations, Organizations and Councils
Staff & Supervision Schedules	Student	Timetables - Schedules
Staff Information/Personal Information Change Form	Human Resources	Staff Information
Staff Listings and Report	Human Resources	Staff Listings and Report
Staff Meeting Minutes	Administration	Meeting Documentation - Internal
Strike Plans	Facilities Management	Emergency Plans
Student Accidents - Incident Claims and Reports (S)	Legal	Student Accident - Incident Claims and Reports
Student Attendance Registers	Student	Registers - Student Enrolment

<u>Files</u>	<u>Main Category</u>	<u>Subheading</u>
Student Bursaries and Awards	Student	Bursaries and Awards
Student Council	Student	Extracurricular - Co-curricular Activities
Student Enrolment Registers	Student	Registers - Student Enrolment
Student Records - Special Education (LOC)	Student	Student Records - Special Education (LOC)
Student Records - Specialized Equipment Needs	Student	Student Records - Specialized Equipment Needs
Student Teacher Placement Program	Human Resources	Human Resources Planning
Subject Council Meetings	Administration	Meeting Documentation - External
Suspensions	Student	Suspensions-Expulsions
Suspensions-Expulsions	Document Distribution Centre	Suspensions
Teacher's Timetables	Student	Timetables - Schedules
TLCP	Program Development - Design	Program Planning
Trespass Letters	Facilities Management	Security
Violent Incident Form	Student	Suspensions-Expulsions
Vision 2020	Administration	Associations, Organizations and Councils
Volunteer Development	Human Resources	Volunteer Development
Weekly Updates	Communications-Public Relations	Publications - Internal
Yearbook Photographs	Communications-Public Relations	Multimedia Materials