



Education

Program and Student Services Branch
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To: Superintendents of School Divisions

Dear Colleagues:

Re: Unclaimed Pupil Files

Manitoba Education continues to collect information on unclaimed files and to notify schools when a student registered in their school has an unclaimed file at a previous school.

As we continue this process please note the following:

- To report an unclaimed file use the updated form attached, or access this form at <http://www.edu.gov.mb.ca/k12/docs/reports/attendance/framework.html>.
- The unclaimed pupil file form should be completed and sent to Manitoba Education after September 30 each year.

Do not send student information:

- When the student is 18 years of age or older or,
- If the information has been forwarded to Manitoba Education previously.

When the student is 18 or older please archive the files according to your school division's policy.

Note the updated unclaimed pupil file form has an additional column entitled "change of jurisdiction". If the student has transferred out of the province, out of the country or to a First Nations school, please indicate to the best of your knowledge.

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Further information is available at:

<http://www.edu.gov.mb.ca/k12/docs/reports/attendance/framework.html>. Please distribute this information to the principals of schools. Information can be forwarded to the Program and Student Services Branch.

Thank you for your continued support collecting data regarding unclaimed pupil files and for facilitating pupil file transfers.

Sincerely,

"Original signed by"

Joanna Blais
Director

Attachment

c. Allan Hawkins
Marlene Gregory