

# Dufferin-Peel Catholic District School Board

Dufferin-Peel Catholic District School Board  
40 Matheson Boulevard West, MISSISSAUGA, Ontario L5R 1C5

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## NOTICE

### RE: THE SHARING (USE) OF STUDENT'S PERSONAL INFORMATION

The collection, use, disclosure and retention of student's personal information is permissible as long as it complies with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and reasonable notice is provided to all parent(s)/guardian(s)/student(s). The sharing of information occurs between Dufferin-Peel schools for the purpose of easing the transition from an elementary to a secondary school and within a school (i.e. between the Student Success Team, Guidance and Special Education Departments) to support students with at-risk factors.

Therefore, this notice is being given to notify parent(s)/guardian(s)/student(s) of the sharing of personal information, for the following initiatives:

- 1) Student transition between elementary to secondary schools, within Dufferin-Peel;
- 2) Student Success/Learning to 18 Initiatives.

#### 1) STUDENT TRANSITION BETWEEN ELEMENTARY AND SECONDARY SCHOOL

As our students progress from elementary school to secondary school, important information is shared between the schools. This information, as listed below, eases your child's transition to secondary school. Sharing it between schools also improves our ability to program effectively to the benefit of all students. The transfer of each student's Ontario Student Record (OSR); a file containing the complete record of a student's educational progress, also occurs at this time.

The information used for the transition process is limited, secure and protected at all times.

#### a) Student Information provided to a secondary school in advance of a student's arrival includes:

##### Student Demographics:

- |                            |                                  |
|----------------------------|----------------------------------|
| * Student Name             | * Special Education Status/      |
| * Date of Birth            | Identification/Program Placement |
| * Board Student Number     | * Current Grade                  |
| * Ontario Education Number | * ESL/ELD stage or level/        |
| * Gender                   | Program Delivery                 |
| * Current Homeroom         |                                  |

##### Student Achievement:

- |                               |   |
|-------------------------------|---|
| * Report Card Achievement     | * EQAO Results                              |
| * Report Card Learning Skills | * PM Benchmark, CASI scores and PRIME phase |

## **Student Attendance**

### **Other Information:**

- \* Suspensions/expulsions
- \* Language Spoken at Home
- \* Country of Birth
- \* Recommendations from Grade 8 Teacher

### **b) Information about a student's performance in secondary school provided to the former elementary school includes:**

- \* EQAO 9 and 10 Results
- \* Credit Accumulation
- \* Report Card Achievement Data
- \* Course Selection

## **2) STUDENT SUCCESS/LEARNING TO 18**

As a result of the Ministry of Education's STUDENT SUCCESS/LEARNING TO 18 INITIATIVE, it is important for the Board's *Student Success Teachers* to be able to collect, use and share student's personal information, in order to support student success, and to promote and ensure the alignment of services for students at risk.

The Guidance and Special Education Staff will work together with the Student Success Teacher and the School Student Success Team and Credit Recovery Team to establish an intervention plan to support student needs in order to support student success.

The information used for the above student success program is limited, secure and protected at all times.

Examples of data include:

- \* Student Progress Reports or Early Intervention Reports
- \* Teacher Update Reports
- \* Individual mid-term student marks for any student who is failing one or more courses
- \* Individual final student marks for any student who has failed one or more courses
- \* Credit accumulation
- \* Attendance reports
- \* Other Information – suspensions; expulsions; social/emotional issues; medical issues

Please contact the Superintendent of Program at the Catholic Education Centre if you would like more information about the transition process or the Student Success/Learning to 18 Initiative.

Catholic Education Centre  
40 Matheson Boulevard West  
MISSISSAUGA, Ontario L5G 2J4  
(905) 890-1221 x 24261