

Schedule 320A: Mandated Student Records to be Uploaded into the Provincial Approach to Student Information (PASI)

CATEGORY	DOCUMENT	DESCRIPTION	FILE NAMING EXAMPLE
Administration	Annual Summary of Attendance	A yearly summary of the student's attendance	ASN_Last_First_Attendance
	Approval for special accommodations for Diploma Exams	Approval to write diploma exams under special circumstances/conditions	ASN_Last_First_SpclAccom
	Contact Notes	Written records of visits by various professionals (SLP, OT, PT)	ASN_Last_First_ContNote
	Court Orders	Court Orders related to guardianship of Student	ASN_Last_First_CourtOrdr
	Field Trip form	Permission / consent form for field trip	ASN_Last_First_FieldForm
	Registration	Registration form and Correction / Update forms	ASN_Last_First_RegForm
	Historical Student Documentation	Use for scanning of Student File from another school's transferred file – all content non-relevant	ASN_Last_First_HistDoc(add document from list)
	Home Education Notification Form	Documentation supporting Home Education programs	ASN_Last_First_HomeEdFrm
	Home Education Program Plan	Documentation supporting Home Education programs	ASN_Last_First_HomEdPlan
	Home Education Parent Identification	Parent Home Education ID	ASN_Last_First_HomeEdGrdnID
	Program Placement Decision	A document indicating programming placement decisions (e.g. waiving prerequisites)	ASN_Last_First_PlceLtr
	Summary Contact Note	Notes captured for the instruction of the student	ASN_Last_First_SumConNte
	Request for Transfer	Request for transfer of a Student Record	ASN_Last_First_TransfrReq
Identity	Alberta Birth Certificate	Alberta Issued Birth Certificate	ASN_Last_First_ABBrthCrt
	Alberta Adoption Order	Alberta Issued Adoption Order	ASN_Last_First_ABAdptOr
	Application for Permanent or Temporary Residence	Application for Permanent or Temporary Residence to Canada	ASN_Last_First_ResAPP
	Alberta Change of Name	Alberta Issued Legal Name Change	ASN_Last_First_ABCngNm
	Canadian Birth Certificate	Canadian Issued Birth Certificate	ASN_Last_First_CANBrthCrt
	Canadian Citizenship Certificate	Canadian Issued Citizenship Certificate	ASN_Last_First_CANCitCert
	Canadian Citizenship Card	Canadian Issued Citizenship Card	ASN_Last_First_CANCitCrd
	Canadian Certificate of Indian Status	Canadian Issued Indian Status document	ASN_Last_First_CANIndStat
	Canadian ID Card	Canadian Identification Card	ASN_Last_First_CANIDCrd
	Canadian Marriage Certification	Canadian Marriage Certificate	ASN_Last_First_CANMrgCrt
	Canadian Permanent Resident Card	Canadian Issued Permanent Resident Card	ASN_Last_First_CANPerRes
	Canadian Passport	Canadian Issued Passport	ASN_Last_First_CANPssprt
	Canadian Refugee Protection Claimant Document	Canadian Issued Refugee Protection Claimant Document	ASN_Last_First_CANRefProtClaimDoc
	Canadian Study Permit	Canadian Issued Study Permit	ASN_Last_First_CANStdyPmt

	Canadian Temporary Resident Visa	Canadian Issued Temporary Resident Visa	ASN_Last_First_CANTempRes
	Canadian Work Permit	Canadian Issued Work Permit	ASN_Last_First_CANWrkPrmt
	Consulate Visa	Canadian Issued Visa	ASN_Last_First_ConsltVisa
	Confirmation of Permanent Residence Document	Certificate containing information about permanent residency in Canada	ASN_Last_First_PrmtResDoc
	Other Adoption Order	Adoption Orders from outside of Alberta or Canada	ASN_Last_Name_OthAdptOrd
	Proof of Application Status for Permanent or Temp Residence	Proof of Application	ASN_Last_Name_ResAppProof
	Proof of Marriage	Official Proof of Marriage Document	ASN_Last_First_PrftMarg
	Student Information Correction Form	Student Information Update / Correction Form	ASN_Last_First_InfoCrtFrm
	Treaty Card	Identification Issued by a Band	ASN_Last_First_TrtyCrd
	Temporary Declaration of Citizenship	Canadian Issued Temporary Declaration of Citizenship	ASN_Last_Name_TempCitizen
	Temporary Declaration of Name/Birth Letter	Canadian Issued letter for Name/Birth	ASN_Last_First_TempIDLtr
	Visa	A visitor Visa indicating the student is lawfully admitted to Canada including the visa expiry date	ASN_Last_First_Visa

CATEGORY	DOCUMENT	DESCRIPTION	FILE NAMING EXAMPLE
Custody	Delegation of authority to Foster Parent	Official Foster Parent documentation	ASN_Last_First_AuthFostP
	Guardianship Documents	Documents related to guardianship	ASN_Last_First_GuardianDoc
Discipline	Attendance Intervention	Documents created as the result of an attendance board hearing	ASN_Last_First_AttBrdDoc
	Suspension or Expulsion Document	Letter to parents regarding suspension or expulsion of a student	ASN_Last_First_SusExplDoc
	Violence Threat Risk Assessment	Violence Risk Threat Assessment letter	ASN_Last_First_VTRALetter
IPPs	Individual Program Plan (IPP)	The current plan and any amendments, generated after every review period	ASN_Last_First_IPP
	IPP signature page	Year-end signature page	ASN_Last_First_IPPSignPg
	Success in School Plan	Documents related to Success in School Plans	ASN_Last_First_SuccSchPlan
Medical	Health Assessment	Letter from a Health Authority or Health Care professional, may indicate a diagnosis	ASN_Last_First_HealthAss
	Health Information	Health information the parent or student requests be placed on the Student Record	ASN_Last_First_HealthInfo
School Reports	Student Evaluation Regulation Results	Results of an any type of application for accommodations, special provisions or directives (including date, time, place or method) related to student evaluation, as noted by the Regulation	ASN_Last_First_EvalResult
	Evaluation of Out Of Province High School Courses	Report evaluating Out of Province High School courses	ASN_Last_First_OutofProvE
	Progress Report / Report Card	Annual Summary (or at the end of each semester) of the student's progress in each course or program in which the student is enrolled	ASN_Last_First_ProgRpt
Second Language	ELL Placement Report	ELL Placement Report from a professional	ASN_Last_First_ELLPlcRpt
	ELL Summary Report	ELL Summary Report from a professional	ASN_Last_First_ELLSumRpt

	ESL Assessment	ESL Assessment performed by a professional	ASN_Last_First_ESLAss
	FLL Placement Report	FLL Placement Report from a professional	ASN_Last_First_FLLPlcRpt
	FLL Summary Report	FLL Summary Report from a professional	ASN_Last_First_FLLSumRpt
	FSL Assessment	FSL Assessment written by a professional	ASN_Last_First_FSLAss
Specialized Assessments	Academic Assessment	Academic Assessment Report written by a professional	ASN_Last_First_AcdmcAss
	Barrier Free Assessment	Barrier Free Assessment performed by a professional such as an examination of a physical space	ASN_Last_First_BarAss
	Education and Behaviour Assessment	Education and Behaviour Assessment performed by a professional	ASN_Last_First_EdBehAss
	Family Interview Report	Report provided by a Family Support Worker or similar professional	ASN_Last_First_FamIntRpt
	Multi-Disciplinary Report	Multi-Disciplinary Report from professional(s)	ASN_Last_First_MultiRpt
	Occupational Therapy Assessment	Occupational Therapy Assessment performed by a professional	ASN_Last_First_OTAss
	Physical Therapy Assessment	Physical Therapy Assessment performed by a professional	ASN_Last_First_PTAss
	Parental Consent for Assessment of Student	Consent forms signed by the parent to allow assessments to be prepared	ASN_Last_First_PrntAssCon
	Parent Individualized Assessment Communication	Parent Assessment Communication	ASN_Last_Name_PrntAssCom
	Psychological Report	Psychological Report written by a professional	ASN_Last_First_PsyRpt

CATEGORY	DOCUMENT	DESCRIPTION	FILE NAMING EXAMPLE
	Request for specialized assessments	Documents requesting an assessment for the student	ASN_Last_First_RqstSpcAss
	Sensory Assessment	Sensory Assessment performed by a professional for situations such as low vision, deaf, and hard of hearing	ASN_Last_First_SensAss
	Speech Assessment	Speech Assessment performed by a professional	ASN_Last_First_SpeechAss
Standardized Assessments	Achievement Test Results	Results of Provincial Standardized achievement tests (PAT's, SLA's)	ASN_Last_First_AchvResult
	Diagnostic Test Results	Results of diagnostic testing	ASN_Last_First_DiagResult
	Standardized tests administered by the board	Results of standardized tests administered to all or a large portion of the students, or to a specific grade level of students (CCAT, F&P)	ASN_Last_First_StndTest