

Cross Panel Sharing of Information HCDSB Policy #II-21 Cross Panel Sharing of Information

I want to communicate information with respect to a Gr. 8 student's special education placement and programming in preparation for secondary school. Am I allowed to convene a meeting for such a purpose?

The Information and Privacy Commissioner has confirmed that this is reasonable and consistent purpose under MFIPPA and has recommended that parent/guardians and students be informed through a clear notice describing the personal student information that will be shared and including the specific contact information of a staff member who can answer questions. It was also recommended that this notice be provided to all new students upon registration. Specific considerations are that:

- Students and parent/guardians must be reasonably informed through a clear notice of this policy when information is required or requested about individual students between elementary and secondary panels. The notice must describe the personal information, explain the purpose of the sharing and provide a contact person's information. This need only be done once on an annual basis. Notice must also be provided to new students upon registration.
- The Board ensures that clear notice of this information is included in a document typically located on the board's website.
- Once the notice of Information Collection, located on the document that has been provided, the following information may be shared under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the *Education Act*. Student information provided to a secondary school in advance of a student's arrival:

A) STUDENT DEMOGRAPHICS:

- Student Name
- Gender
- Date of Birth
- Board Student Number
- Ontario Education Number (OEN)
- Current Grade
- Home Room
- Special Education Status/Identification/Program Placement/IEP
- ELL/ELD stage or level/Program Delivery

STUDENT ACHIEVEMENT:

- Report Card Achievement
- Report Card Learning Skills
- DRA and/or other formative assessments (e.g., OWA, OCA, QCA)

STUDENT ATTENDANCE

OTHER INFORMATION:

- Suspensions/Expulsions
- Country of Birth
- Language Spoken at Home

B) Aggregate information about a student's performance in secondary school provided to the former elementary school:

EQAO Grades 9 and 10 Results

Report Card Achievement Data

Credit Accumulation

Course Selection

The sharing of elementary data to the secondary panel shall be consistent with the completion of the secondary registration form and/or the course selection form indicating the student's intention to attend a specific school.

Principal's Best Practice: Invite the student and parent/guardian to a cross-panel sharing meeting. Not only is this a lesson in collaboration and consultation, the student and parents will see the IPC's guidelines in action. Design and adhere to a very specific agenda. The interpretation and application of cross panel sharing of personal student information has to be done with care and respect so that there is a balance struck between individual privacy rights and the practical provision of educational services.