

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p>	<p>Code: GBM</p>
---	-------------------------

PERSONNEL RECORDS

1. Employees are responsible for submitting medical certificates and other required credentials to the School Division office for entry into their personal records.
2. Any changes of address, marital status, or income tax exemptions etc. shall be submitted in writing to the Secretary Treasurer.