

SCHOOL REGISTRATION PROCESS

1. Intake Registration Form completion.
2. Student Services teachers review completed registration form for health and/or academic needs.
3. In the registration of a student in care of child welfare agencies the agency needs to initially contact the Assistant Superintendent of Student Services.
4. The Assistant Superintendent of Student Services will contact the principal of the designated school and an intake meeting will be scheduled.
5. The representative of the agency will complete the section “Students in Care – School Information” in the document Guidelines for School Registration of Students in Care of Child Welfare Agencies. (Section 9, Pages 7-17).
6. The completed document and any other information pertinent information will be reviewed at the intake meeting. The special needs of the student will be taken into consideration for placement and school entry date.

INTAKE PROCESS CHECKLIST

- If Child in Care, refer to Foster Intake Form (on CFS computer work stations, so they can fill these out ahead of meeting) and follow Foster Intake Procedure.
- Obtain all relevant identifying information, including names and numbers of any and all resource people involved with child.
- Inform parent that you will schedule an intake meeting with them only once you have received all relevant information from their previous school and outside agencies if there are other systems involved with child.
- Contact previous school/outside agencies before intake meeting with parents/guardians to obtain all relevant behavioural and academic information.
- Determine if student is funded, received level one supports, has a justice system record/file.
- If there is an indication of possible funding, complete submit funding transfer notification form.
- Determine with certainty that child resides in school catchment area, particularly is “staying with a relative”.
- Plan the intake meeting and ensure all relevant resource people are in attendance, including divisional clinician if it is evident that there are special needs.
- Review student history and needs at the meeting, and if there still isn’t a clear picture of what needs to be put in place to ensure successful programming, set another date to discuss transition plan. Ensure transition is set in motion at the earliest possible time and avoid needless delays whenever possible. For example, guardians will sometimes elect to accompany student to school at least part time vs. waiting for the entire hiring process to be finalized, and/or student can be partnered with other students getting supports.