

Information Sharing Protocol for transfer to secondary schools

Pine Creek School Division requires the efficient sharing of information between schools to facilitate the transfer of students to secondary school. The following protocol outlines the time lines and procedures to be followed:

- A. For All Students: Basic information regarding each student transferring to the collegiates will be provided to the receiving school by June 15th of the student's grade 8 year. This information will be shared at a joint meeting of the receiving and sending staff, and will include:
 - a. Most recent academic information (report card, gr.7 & 8 assessment data)
 - b. A picture and brief written anecdotal report
 - c. A discussion of class or group dynamics (class map)
 - d. A discussion of general DI and adaptation strategies that have proven effective with the student or students.
- B. For Students With Resource Files: Files will be discussed, Resource Teacher to Resource Teacher, by May 15th of the student's grade 8 year. This will include information on students who have file components relating to:
 - e. URIS
 - f. OT/PT
 - g. Clinician/para
 - h. Heavily adapted programs
 - i. AAA
 - j. Other Resource level interventions such as: Later Lit, SOAR, etc.
- C. For non-low incidence funded students with IEP's or Other Formal Plans: These students will be identified to the collegiate resource teachers by the end of June in their grade 7 year, and a review of interventions will be completed. This includes all students with LD, cognitive, adaptive functioning, behavioural, physical, or other issues that require special programming that is not supported by level 2 or 3 funding. These files will be re-scanned by March 21st of the student's grade 8 year and will be updated to include, when applicable, the following:
 - k. School level specialized assessments (WJ, behaviour continuum, adaptive functioning)
 - l. Division level specialized assessments (SLP, social work)
 - m. Other specialized assessments (psych, etc.)This discussion will include reference to any previous funding applications, and a review of whether or not a current funding application would be appropriate.
- D. For Funded Level 2 and 3 Students: These students will be identified at the end of the grade 7 year. Collegiate Resource Teachers will have direct involvement in program discussions for these students throughout their grade 8 year. This will include attendance at IEP meetings, and a review of staffing needs.
- E. For Students in sections C and D above: If the student is working in a modified curriculum in any of the core subjects, or there is a possibility that the student will require M or I course designations in Grade 9, the following will be completed prior to June 15th of the grade 8 year:
 - n. WJ, adaptive functioning, and other school and division level assessments
 - o. Psych assessment, if testable, within the grade 6-8 time period
 - p. A meeting with parents and both elementary school and collegiate resource to decide M and I course designations for Grade 9.