

Registration Procedures for Students Placed by Social Agencies

The goal of education in Pine Creek School Division is to provide all students with appropriate programming in the most enabling learning environment. The provision of this appropriate programming requires that sufficient time be provided for the school personnel, the foster parents, and the agency worker to plan collaboratively a school program prior to the student's entry.

When a child or youth in care transitions to a new school/school division, the following are required:

- The full completion of the School Registration Form-Children in Care, as well as completion of the school registration form. It is recommended that a copy of the birth certificate be obtained, if it is found not to be contained in the cumulative file.
- Notification by principal to Student Services Coordinator of pending enrollment of child(ren) in care.
- An intake meeting that includes school personnel, legal guardian, foster parent, and youth (as appropriate), during which time the student's programming needs are reviewed and an approximate date of entry is confirmed.

Roles and Responsibilities

The placing agency will:

- Fully complete and obtain all necessary signatures on the School Registration Form-Children in Care form; fully complete the school registration form.
- Provide a copy of the student's birth certificate as soon as possible, if a copy is not found to be in the student's cumulative file.
- Sign necessary release forms for schools to share information needed to enhance planning for the child or youth.
- Consult with school staff to determine needs and provide the child or youth with necessary materials and supplies to participate fully in the school program.
- Contact the sending and receiving schools to help facilitate a smooth transition when a school move is necessary.
- Review the child/youth's strengths and needs with the staff, and share relevant information and strategies from the child's Care Plan developed to address those needs.

The school/division will:

- Facilitate educational programming within 14 days of the pupil seeking enrollment, regardless of whether that school has received the pupil file.
- Develop and implement programming, in collaboration with the agency worker and/or foster parent, as well as with sending school, in order to support the child or youth in his or her educational programming.

- Arrange for the timely transfer of school records, files, and information; conduct a file review and establish ongoing communication with the foster parent and agency worker, as appropriate.
- If required, fully complete the Special Needs Categorical Funding Levels 2 & 3 Transfer Notification form.

22 Apr 14 (158)