INTERLAKE SCHOOL DIVISION

Preparing Today's Learner for Tomorrow

Intake Procedures

Board Governance Policy Cross Reference: 1, 12, 13

Administrative Procedures Cross Reference:

Outside Agency Involvement

Student Registration

Form Cross Reference:

Authorization for Release of Information

Legal/Regulatory Reference:

Education and Child and Family Services Protocol for Children and Youth in Care (2013)

Guidelines for School Registration of Students in Care of Child Welfare Agencies

Manitoba Regulation 155/05 (Appropriate Educational Programming)

Registration/Intake Procedure
(includes transfers within ISD)

SOURCE: Education and Child and Family Services Protocol for Children and Youth in Care (2013)

Child-in-Care	Funded Student EBD 3 or URIS A	New & Internal ISD student registration
• Legal guardian contacts school • Student registration package provided to guardian (*) • Resource/guidance contacts previous school for information • School forwards contact info to School Social Worker (SSW) • SSW coordinates intake meeting with Admin, school counsellor, resource teacher, guardian, foster parent, CIC worker • Authorization for Release of Information completed • Full completion of the Registration – Children in Care form • Confirmation of a school starting date and communication to Student Services • The assignment of responsibilities among members of the child's school team, including welcoming the child or youth to his or her new school and assisting the child or youth in developing a sense of belonging	• Legal guardian contacts school • Student registration package provided to guardian (*) • Resource/guidance contacts previous school for information • Intake meeting occurs, coordinated by school SST with SSW in attendance for consult and any other personnel needed • Authorization for Release of Information completed • Confirmation of a school starting date and communication to Student Services • The assignment of responsibilities among members of the child's school team, including welcoming the child or youth to his or her new school and assisting the child or youth in developing a sense of belonging	• Legal guardian contacts school • Student registration package provided to guardian (*) • Package submitted to Administration • Administration to review package, consult with SST if there are any red flags* • Intake meeting at discretion of Administrator • Authorization for Release of Information completed when necessary. • Confirmation of a school starting date and communication to Student Services • The assignment of responsibilities among members of the child's school team, including welcoming the child or youth to his or her new school and assisting the child or youth in developing a sense of belonging

Examples of Red Flags:
- frequent moves/unexplained gaps
- absenteeism / excessive lates
- absent Manitoba Health card
- non-custodial parents registering
- lacks information
- concerns from previous school, etc.

(*) package includes: letter to guardians, Student History Form, and Student Information Form

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Manitoba Regulation 155/05 (Appropriate Educational Programming) states:

Educational programming not to be unduly delayed

7(1) A school board must ensure that a pupil is not denied educational programming in the following circumstances:

        (a) for more than 14 (consecutive) days after the pupil seeks to be enrolled in a school within the division or district, regardless of whether that school has received the pupil's pupil file;

        (b) pending

                (i) the conduct of any assessment, or

                (ii) the preparation of an individual education plan for the pupil.

Please note that educational programming is not to be denied in either the case of (a) OR (b) above, and that educational programming is a separate consideration from school placement or access to a school building.

Intake Procedures for Children in Care, EBD 3 or URIS A Funded, and At-Risk Students

Process Checklist:

Step 1: **Catchment Area**

- Determine with certainty that the student resides in school catchment area. If unsure, ask the principal to contact Transportation (you will need to provide the legal land description).

Step 2: **Information gathering** by a member of the Student Services Team.

Step 3: **Intake Meeting Planning**

- Plan an intake meeting with the following individuals:
  - Clinical team members as needed. Caregivers, School Services Team (i.e. principal, vice-principal, learning support teacher, school counsellor)
  - Student (during the meeting could be touring the school with an EA and attend the last part of the meeting)
  - Other agencies supporting the student (i.e. Marymound, McDonald Youth Services)
  - Depending on circumstances, consider a previous school representative.
  - For children in care, coordination of intake by school social worker and/or mental health Clinician.

Step 4: **Intake Meeting**

Before the Intake Meeting:

- Prepare an agenda (a designated member of the SST)
- Assign a meeting minute recorder

During the Intake Meeting:

- Review Student History
  - Siblings

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- o Determine any outside services that are being provided (i.e. therapy, counselling, psychiatry, psychology, etc.)
  - o Obtain signature on the [Authorization for Release of Information](#) form when outside reports are not provided in the pupil file.
  - o Diagnosis

- Review-School Based Information
  - o Review student school attendance (past school attendance and last day attended at former school prior to recent placement).
  - o Determine if student's skills are at grade level.
  - o Review prior/current school supports for educational programming (i.e. adaptations/, modifications or individualized program, literacy/numeracy interventions, EA support, alternative learning settings, special equipment, etc.).
  - o Review prior/current social-emotional needs (friendship groups, check-ins/check-outs, behaviours at school, prior suspensions, at-risk behaviours).
  - o Review strategies that have ensured student success (i.e. visual schedules, frequent breaks, communication booklet, etc.).
  - o Review prior/current divisional supports (i.e. psychology, speech and language, OT, social work, behaviour specialist, physiotherapy).
  - o Determine special health care needs.

Step 5: **School Entry**

- o Set date for school entry
- o Forward all clinical reports to Student Services Administrative Assistant

Please also refer to [Guidelines for School Registration of Students in Care of Child Welfare Agencies](#).

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