

Enrolling Learner Planning

A TOOL FOR K-12 PUBLIC EDUCATION

The implementation of this tool is not mandatory. The tool contains recommendations to support workplace violence prevention and regulatory compliance. The information presented can be adopted in whole, in part, or not at all.

REVISION: 1.0, DATE: 2021-06-02

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Enrolling Learner Planning

Purpose:

To ensure that all school districts have a process in place to support proactive planning with families to facilitate a successful transition for learners.

Scope:

This procedure applies to the process of accepting new or transferring student registration forms in the K-12 educational setting in British Columbia.

Background:

Many existing registration processes involve obtaining information about student needs. This suggested amendment supports the school district enrollment process by initiating a dialogue with the parent or guardian when the need for social and emotional learning support is identified. By way of a dialogue, Learning Services can better understand the student's support needs prior to the student's first interaction with the school based education teams. Information gained from the discussion could be used to support the implementation of initial supports for the student and staff.

Requirements:

School districts should:

1. give parents and guardians an opportunity to share information about the enrolling student's social and emotional learning needs.
2. use this information to better plan for a successful transition to the school district for the student.
3. make affected staff aware of a student's social and emotional support needs and applicable response plans.
4. when a student transfers from one school district to another, or from one school to another school within a district, ensure that all relevant information for the protection of the health or safety of workers (i.e. individual safe work instructions) who will interact with the student is shared.

Implementation Lead:

Learning Services

Implementation Procedure

1. Review, discuss, and amend
 - a. Review existing enrollment forms from the school district registration process.
 - b. If there is currently no clear method for parents or guardians to disclose social and emotional learning support needs, amend the registration form by adding a statement similar to the examples in Table 1 below.
 - c. Considered including a disclosure statement about how the information is used. Review example Table 2 below.
 - d. Discuss the proposed changes as needed with internal and external stakeholders as per the school district process.
 - e. Update the existing registration forms.
 - f. Communicate the changes to affected users. This could include:
 - i. Registration administration clerks
 - ii. Learning Services teams
 - iii. Inclusive Education

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2. Sample procedure

- a. When a form is received with the social and emotional support need check box selected it should be managed by Learning Services.
- b. Gather more information as needed.
- c. Begin developing plans to support the learner and employees including positive behaviour support plan and individual safe work instruction as needed.

Table 1.

Sample statement for registration form
Does this student require additional supports for social and emotional needs?

Table 2.

Sample statement for registration form
This information will only be used to initiate a dialogue between the family and the school with the aim of better supporting the student and the family.