

**GUIDELINES FOR SCHOOL REGISTRATION
OF
STUDENTS IN CARE OF CHILD WELFARE AGENCIES**

Revised September 2002

A partnership of:

Manitoba Healthy Living · Manitoba Aboriginal and Northern Affairs · Manitoba Culture, Heritage and Tourism · Manitoba Education, Citizenship and Youth · Manitoba Family Services and Housing · Manitoba Health · Manitoba Justice · Manitoba Labour and Immigration / Status of Women

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PHILOSOPHY OF INCLUSION

Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued, and safe. An inclusive community consciously evolves to meet the changing needs of its members. Through recognition and support, an inclusive community provides meaningful involvement and equal access to the benefits of citizenship.

In Manitoba we embrace inclusion as a means of enhancing the well-being of every member of the community. By working together, we strengthen our capacity to provide the foundation for a richer future for all of us.

*Manitoba Education and Youth
2000*

PREAMBLE

In Manitoba, every person has the right to an education. There are no exceptions or qualifications to this right.

Students requiring the care of child welfare agencies may be experiencing very stressful events in their lives. The *Guidelines for School Registration of Students in Care of Child Welfare Agencies* reflect the belief that a carefully planned and timely transition into school allows students to feel accepted, valued, and safe. When the placing agency, upon assuming the role of guardian or acting on the guardian's behalf, school personnel, and others collaborate and share information, the student's smooth transition to a new school is facilitated.

Some students in the care of child welfare agencies may have exceptional needs that require a student-specific planning process occur to ensure that appropriate additional programming supports and services are provided. For these students, *Special Considerations for Students with Special Needs* are included in these *Guidelines*.

**ROLES AND RESPONSIBILITIES FOR SCHOOL REGISTRATION
OF
STUDENTS IN CARE OF CHILD WELFARE AGENCIES**

The Public Schools Act states that every parent or legal guardian must ensure that a child of compulsory school age attends school.

The **Placing Agency** will:

1. complete the *Students in Care – School Intake Information* form;
2. participate in an initial meeting with school administrator(s), and in subsequent meetings as required; and
3. provide pertinent information that is unique to the child's educational programming.

The **School** will:

1. meet with the social worker, foster parent(s) and/or legal guardian to review the student's educational needs and placement;
2. liaise with the previous school/division;
3. establish the earliest possible date of school entrance;
4. establish appropriate placement, programming and supports; and
5. be responsible for collecting information from previous schools.

If the placing agency and school personnel agree that the student's needs can be met in the local school, registration should occur immediately.

A student should be registered in their local school unless it is determined that the school division can provide more appropriate programming to meet the student's unique individual needs in another school.

If the child requires supports or placement beyond the local school, the principal should request assistance from the Student Services Administrator.

**SPECIAL CONSIDERATIONS
FOR
STUDENTS WITH SPECIAL NEEDS
IN CARE OF CHILD WELFARE AGENCIES**

If a student in the care of a child welfare agency also has special needs which require additional programming supports or services, a student-specific planning process will be initiated.

The **Placing Agency** will:

1. provide comprehensive information that identifies the student's special needs and the required programming supports and/or services; and
2. authorize access to previous school and clinical records by completing the necessary release forms.

The **School/Division** will:

1. plan and arrange appropriate support(s) to meet the programming needs of the student; and
2. establish an educational plan for the student in those exceptional circumstances where immediate school placement is not possible.

The **Placing Agency** and the **School/Division** will share the following responsibilities:

1. ensure that a school team, including the foster parent, collaborate to provide the supports and/or resources necessary for a smooth transition into school and for appropriate educational programming;
2. participate in the development and implementation of a multi-system plan to meet the student's needs in the home, school and community;
3. identify case manager(s) and establish a communication protocol;
4. determine if the student meets the criteria for Special Needs Categorical Funding Level II or III and complete the necessary application process; and
5. collaborate with the preschool to complete the *Early Years Transition Planning Inventory* rather than the *Students in Care - School Intake Information* form, if the child is aged 3-5 years and will be entering school for the first time. (Where possible the inventory should be completed up to one year prior to school entry.)

The **Student Services Administrator** will:

1. contact the Funding Review Team, Manitoba Education and Youth to determine if the child has received Level II or III Special Needs Categorical funding and facilitate the continuation of funding at the receiving school division; and
2. help develop a written multi-system service plan to submit to Manitoba Education and Youth if Level III EBD funding is requested.

**Special Needs Categorical Funding
Levels 2 & 3
TRANSFER NOTIFICATION FORM**

To be completed by Receiving School Division

Name : _____

D.O.B. : *Year* : _____ *Month* : _____ *Day* : _____

Student Number (MET): _____

Sending School Division : _____

School : _____

Funding :
 Cat Level Multiyears

Receiving School Division : _____

School : _____

Date of Enrollment : _____

Student Start Date : _____

Note : If unsure of funding information from school division, please call the School Support Unit, Funding Review Team, Manitoba Education and Youth, 945-6064 for confirmation.

The additions/deletions list must be completed in January and June.

STUDENTS IN CARE - SCHOOL INTAKE INFORMATION

The following document will be completed by the Placing Agency and forwarded to the school when registering a student. This information will be used to assist in planning to meet the needs of the student in care.

This document contains confidential information and should be managed following the procedures detailed in *Manitoba Pupil File Guidelines* (June 2000).

Date: _____

Student: _____ Birthdate (D/M/Y) _____

METY Student No.: _____

Present Address: _____

Most Recent School Information

Previous School Division: _____

Last School Attended: _____

Grade: _____

Last date attended in present grade: _____

School Contact Person(s): _____

Position: _____ Phone Number: _____

School Contact Person(s): _____

Position: _____ Phone Number: _____

Relevant information, including reference to any special considerations for educational programming:

Placing Agency Information

Placing Agency: _____

Address: _____

Case Manager: _____

Phone: _____

Legal Guardian/Status: _____

Foster Parent(s): _____

Address: _____

Phone: Home _____

Business _____

Placement/Guardianship Factors: _____

Expected length of placement (emergency or long-term): _____

Approved for Contact:

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Relevant home and community information: _____

Student Information

Areas of interest/strengths (e.g., hobbies, clubs, organizations, cultural interests)

Medical history/needs (e.g., medications, allergies, glasses)

Current doctor: _____ Phone: _____

Please attach a copy of the student's last report card.

Other relevant educational programming information: _____

Social-emotional history/needs: _____

Programming Supports/Agency Involvement

If applicable, please supply the following information on currently active supports/programming associated with the child.

Counseling Agency _____
Address _____
Contact Name _____
Phone _____ Fax _____

Resource Agency _____
Address _____
Contact Name _____
Phone _____ Fax _____

Speech/Language Agency _____
Address _____
Contact Name _____
Phone _____ Fax _____

Psychology Agency _____
Address _____
Contact Name _____
Phone _____ Fax _____

Psychiatry Agency _____
Address _____
Contact Name _____
Phone _____ Fax _____

Mental Health

Agency _____

Address _____

Contact Name _____

Phone _____ Fax _____

Probation

Agency _____

Address _____

Contact Name _____

Phone _____ Fax _____

Previous youth care agencies (e.g., M.A.T.C., Manitoba Youth Centre, residential care facilities, etc.)

Others (please list)

NOTE: Any information that is not available when the form is completed should be forwarded to the school as soon as possible. It is important that supplementary information be sent to the school as it becomes available.

Submitted by

Placing Agency Social Worker

Date _____