

## **STUDENT REGISTRATION PROCEDURE**

The goal of education in Beautiful Plains is to provide each student with appropriate programming in the most enabling learning environment. In order that the school may provide such programming, it is important that a team approach be implemented; the team consisting of all those who have information relevant to the student - parents, educators, support personnel and agency workers.

It is essential to planning that the school be given time, and sufficient information to prepare to meet the particular needs of each student. It is important that parents, (or in the case of students in the care of social agencies, the caseworker), provide the school with sufficient information and time to ensure a smooth transition into the new learning environment. This is required particularly if the student may need extra support or program modification. In these cases, delayed or an initial period of part-time enrolment, may be appropriate.

See guidelines for registration of Students in Care of Social Service Agencies (see Appendix).

Registration arrangements for students from divisions other than Beautiful Plains may be made by contacting the Superintendent's Office (476-2388) or the local School Principal.

### A) Placement of Students in Regular Programs:

In cases which do not require special supports or program modification parents, (or in the case of students in the care of social agencies, the caseworker), should register the student directly with the local School Principal and provide any relevant information about the student.

### B) Registration of Students requiring Special Supports or Program Modifications.

When a child has "special needs" (this includes conditions such as delayed development, severe behavioural/emotional adjustment problems, multi-handicapped students) that indicate special supports, resources or program modifications may be required, it is necessary that the parent (or in the case of students in the care of social agencies, the caseworker):

- i. contact the School Division Office as early as possible before student registration - Phone - 476-2388.
- ii. provide specific information and support to assist the division in providing appropriate placement and programming;
- iii. allow the school sufficient negotiated time to prepare once school placement has been confirmed.
- iv. become part of a school team (which in the case of children in care may also include the foster parent), which will work together to provide the supports/resources deemed necessary for transition;

- v. collaborate regularly, (as determined by the team) to support the child in adjusting to the new living/learning environment.

Approved January 22, 1991  
Reviewed October 18, 1994