



Date of Issue February 20, 2009

Original Date of Issue April 11, 2007

Subject **ADMISSION PROCESS FOR GROUP/FOSTER HOME STUDENTS
REQUIRING SPECIAL EDUCATION SERVICES AND SUPPORT**

References

Links

Contact Student Services

1. Admission Process for Group/Foster Home Students Requiring Special Education Services and Support

- 1.1 For new students requiring special education programs or services, the group/foster home supervisor or case manager will be directed by the school principal to contact the regional principal of special education as far in advance as possible regarding the student's move to Simcoe County.
- 1.2 The regional principal of special education will send the group home supervisor or case manager an information package (FORM 1). This package will be completed by the group home supervisor or case manager and then returned to the regional principal of special education prior to registration of the student at a SCDSB school.
- 1.3 Area special education staff will review the information package as well as the student's previous educational history and other relevant information. They will then contact the group home supervisor or case manager to conduct an initial review of the student's situation and discuss appropriate educational programs and available placement options for the student.
- 1.4 Area special education staff will then meet with the area superintendent of education to determine the appropriate school placement for the student. This placement will be based on:
 - 1.4.1 the needs of the student
 - 1.4.2 the student's level of performance
 - 1.4.3 the anticipated duration of the student's stay in the group/foster home
 - 1.4.4 available spaces in school and county programs
 - 1.4.5 the level of staffing support required by the student and available at the school, and
 - 1.4.6 any possible safety issues or concerns.



- 1.5 Once the school location has been determined, the area special education staff will inform the group/foster home supervisor or case manager and the receiving school principal of the school placement. The group/foster home supervisor or case manager will then contact the school to register the student.
- 1.6 Once the student has registered at the school, a case conference may be held to develop an entry plan (FORM 2) for the student. The receiving school principal will arrange this case conference. The entry plan will set out the actions to be taken by the student, group/foster home staff, receiving school staff, special education staff, and other involved agencies. It is the Board's expectation that the case conference will include:
 - 1.6.1 the CAS worker assigned to the student and/or a representative of the funding agency involved with the student
 - 1.6.2 a representative of the group/foster home
 - 1.6.3 relevant school staff
 - 1.6.4 the appropriate special education staff
 - 1.6.5 parents or guardians with custodial rights.
- 1.7 Once the entry plan is in place, the student may begin attending school.
- 1.8 Following the initial placement of the student, an IPRC meeting, if required, will be scheduled to review the student's placement and program.

First Issued April 11, 2007
Revised April 11, 2007, February 20, 2009

Issued under the authority of the Director of Education



Date:

Agency Name and Address

Dear _____:

This letter will acknowledge receipt of your Group/Foster Home request for placement of a student in a Simcoe County District School Board school.

It is the goal of the Simcoe County District School Board to provide programs and educational opportunities that assist students to learn and be successful. This is achieved through encouraging positive board, staff, school, and community relationships. We strive to work collaboratively with parents, guardians, and community agencies to support student success.

When registering a new student with significant special education needs, we may require time to accurately assess the student and determine the most appropriate special education placement. Board staff will work with the group or foster home, parents, guardians and community agencies to have the necessary programs and supports for the student in place prior to the student beginning school.

Enclosed please find an information package to be completed and returned to the Regional Principal of Special Education. This will begin the process for registering the student and determining the most appropriate educational program for the student.

Once the package has been completed and returned, you will be contacted by the area special education staff to continue the process. In the meantime, if you have any questions, please feel free to contact your Regional Principal of Special Education.

Sincerely,

Regional Principal of Special Education



THE SIMCOE COUNTY DISTRICT SCHOOL BOARD
Information Package for Group/Foster Home Students New to Simcoe County
District School Board Schools

Please complete all portions of the form and attach copies of all relevant documents.

1. Student's Name: _____ D.O.B. ___/___/___
(Attach Proof of Birthdate)

Grade Level: _____ Age: _____

2. Name of Group Home: _____

Address: _____

Contact Person: _____

Telephone: _____

3. Name of Funding Agency: _____

Address: _____

Agency Contact Person: _____

Telephone: _____

4. Citizenship: Canadian Citizen Permanent Resident Work Permit Refugee Other

5. Residency Requirement/Right to Attend School.

i) Will this student be residing in a group home within the Simcoe County jurisdiction?

Yes No

ii) If yes, attach a copy of an Ontario Court Order as Proof of Custody, or Temporary Care Agreement.

iii) Expected date of residency: _____



6. Is this student currently on suspension, expulsion, or exclusion? Yes No
 i) If yes, provide details.

7. Educational History

Last School Attended: _____

Address: _____

Telephone: _____

8. Academic Achievement:
 (Attach copies of all items checked)

Report Card Transcript Individual Education Plan

9. Has this student previously been in a Special Education Program?

Yes No
 If yes, specify the type of program.

10. Transportation Arrangements:

Name

Signature

Date

Forward completed package with all relevant documentation to:
 Regional Principal of Special Education, Simcoe County District School Board
 1170 Hwy. 26 West, Midhurst ON L0I 1X0



THE SIMCOE COUNTY DISTRICT SCHOOL BOARD

Admission of Group/Foster Home Students New to Simcoe County District School Board Schools Checklist

- Prior to registering a student with special education needs in a SCDSB school, the group/foster home contacts the regional principal of special education.
- The regional principal of special education sends the group/foster home the information package (FORM 1).
- The group/foster home completes the information package and returns it to the regional principal of special education.
- The regional principal of special education reviews the package and forwards it to the regional special education consultant.
- Members of the area special education team review the package, make an initial assessment, and contact the group/foster home to arrange to meet the student.
- The regional special education consultant meets with the area superintendent of education to determine the most appropriate educational program and school placement.
- Members of the area special education team contact the group/foster home and the principal of the receiving school to advise them of the school placement.
- The group/foster home contacts the school and registers the student.
- After registering the student, the receiving school principal arranges a case conference to be held at the school to develop an entry plan.
- The entry plan is developed and the student begins to attend school.
- An IPRC is scheduled if necessary.



THE SIMCOE COUNTY DISTRICT SCHOOL BOARD
ENTRY PLAN FOR GROUP/FOSTER HOME STUDENTS NEW TO SIMCOE
COUNTY DISTRICT SCHOOL BOARD SCHOOLS

Name of Student

Name of Group Home

Receiving School

Date of

Entry: _____

Full Time

Partial

Modified

ACTIONS

<p>• Group Home</p>	<p>• Receiving School</p>
<p>_____ <i>Signature</i></p>	<p>_____ <i>Signature</i></p>
<p>• Special Education Department</p>	<p>• Other Agencies Involved</p>
<p>_____ Signature</p>	<p>_____ Signature</p>

SAMPLE



NOTE: ACTIONS

This plan may include:

- A school visit to enable the student to become familiar with the school facility, staff, routines and expectations
- A visit to the group home to enable receiving school staff to become familiar with successful behaviour management strategies and other special needs of the student
- Input from the student where appropriate
- Modifications to the program/school day
- Identification of staff member(s) within the group home and receiving school to be responsible for ongoing communication and information on how this communication will occur
- Identification of staff member(s) within the group home and receiving school who will provide support to the student and the specific nature of support
- Regularly scheduled school team meetings to review and assess student progress, and
- Establishment of an IPRC date if required.

SAMPLE