

## APPENDICES

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## APPENDIX A

### Transfer Notification Form for Sharing Information between First Nations and Provincial Schools

To facilitate the transfer process, **Section 1** of this form may be completed by the principal of the school to which the student has transferred (the receiving school) and forwarded to the last school that the student attended (the sending school).

Upon receipt of the *Transfer Notification Form*, the principal of the sending school will complete **Section 2** and return it, along with the pupil file, to the receiving school. (Principals enrolling students who last attended a school outside Manitoba should contact the previous jurisdiction for instructions regarding pupil file transfer requests.)

Please refer to the information on page 5 for a summary of pupil file information.

If a student's previous school enrolment is not known, the receiving school should contact

Professional Certification and Student Records Unit  
402 Main Street  
Box 700  
Russell MB R0J 1W0

Telephone: 204-773-2998  
Toll-Free: 1-800-667-2378  
Fax: 204-773-2411



**Transfer Notification Form  
for Sharing Information between First Nations and Provincial Schools**

**Section 1 (to be completed by the receiving school)**

<b>Student—Complete Legal Name(s)</b>				MET Number	
		Given Name		Middle Name	
<b>Current Address</b>					
Street or PO Box				Telephone	
City/Town		Province		Postal Code	
<b>Previous Address</b> <input type="checkbox"/> Same as Current Address					
Street or PO Box				Telephone	
City/Town		Province		Postal Code	
<b>Parents/Legal Guardians (Names)</b>					
		Given Name		Middle Name	
		Given Name		Middle Name	
<b>Parents/Legal Guardians (Address)</b> <input type="checkbox"/> Same as Student Address					
Street or PO Box				Telephone	
City/Town		Province		Postal Code	
<b>Last School Attended (Sending School)</b>					
School Name					
Street or PO Box				Telephone	
City/Town		Province		Postal Code	
<b>Receiving School</b>					
School Name					
Street or PO Box				Telephone	
City/Town		Province		Postal Code	
Name of Principal					
Signature of Principal		Date		Enrolment Date	

*continued*



# APPENDIX B

## Needs Inventory Form (to be completed only if student has special requirements)

Needs Inventory Form			
Student Name		Date	
		MET Number	
School Division/First Nation			
Date of Birth	Year:	Month:	Day: Grade/Program
Cognitive Skills			
<input type="checkbox"/> The student has age-appropriate cognitive skills If not, please describe skills (include results of formal cognitive assessment, if available): _____ _____ _____			
Communication Skills			
Primary Communication Mode: <input type="checkbox"/> Speech <input type="checkbox"/> American Sign Language (ASL) <input type="checkbox"/> Augmentative/Alternative Communication (AAC) <input type="checkbox"/> Other			
Primary Language Used in Communication			
<input type="checkbox"/> The student has age-appropriate communication skills in primary language If not, please describe: Receptive language skills _____ _____ _____ Expressive language skills _____ _____ _____			

*continued*

**Needs Inventory Form (continued)**

**Self-Management Skills**

The student has age-appropriate self-management skills (as listed below)

If not, describe current functioning in the relevant area(s):

Eating

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Grooming

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Dressing

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Toileting

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Other self-management concerns (e.g., safety)

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*continued*

**Needs Inventory Form (continued)**

**Motor Skills**

The student has age-appropriate motor skills

If not, please describe:

Gross motor skills/mobility

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Fine motor skills

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**Sensory Abilities**

The student's vision is within normal range

If not, please describe:

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The student's hearing is within normal range

If not, please describe and attach a recent audiogram:

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The student has other sensory needs—please describe:

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*continued*



## APPENDIX C

### Considerations for the Receiving School When Supporting Students in Transition

#### Planning

- Does the school have a school/ guidance counsellor, resource teacher, and/or First Nations Student Advisor to assist with planning for student needs in consultation with the student, parents, and administration?
- Does the pupil file include data (e.g., test scores, attendance) related to student achievement?

#### Curriculum

- Was the student's program of study following the Manitoba curriculum?
- If not, are the learning outcomes from a locally developed curriculum or individual education plan available?

#### Positive Learning Environment

- Does the school environment promote the development of interpersonal skills that can prepare students for a positive learning environment?
- Does the school provide opportunities for First Nations students to ensure there is equitable representation in advanced courses, special initiatives, and extracurricular activities?
- Does the school provide information and resources to teachers to incorporate First Nations education into the instruction for students?

#### Staff Awareness/Training

- Is staff knowledgeable about the various cultural backgrounds of First Nations people?
- Is staff trained to recognize and deal with harassment, stereotyping, and prejudice?

#### Student Experiences

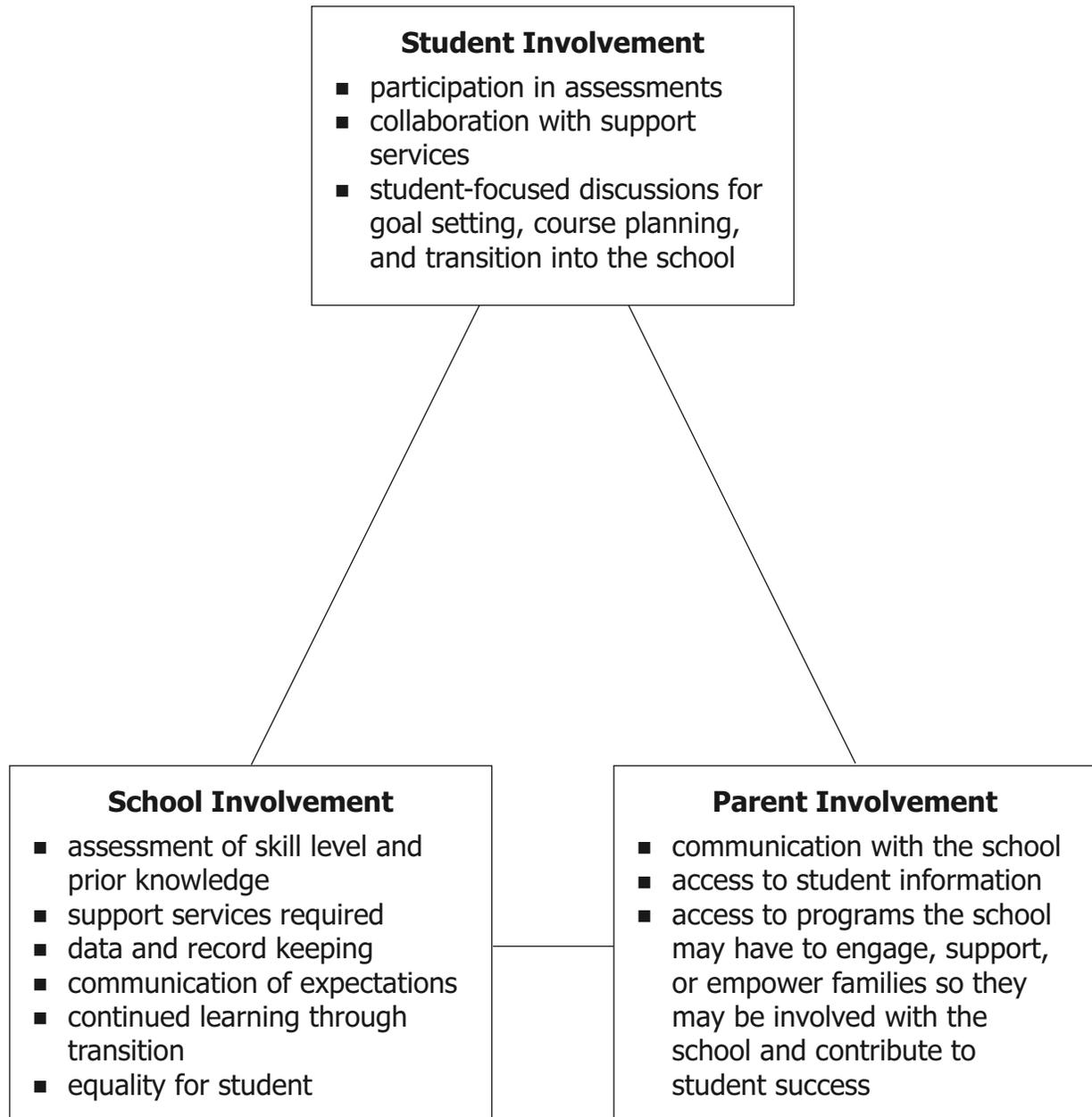
- How does the student's previous school experience compare with their new school experience? (Examples: size of school, rural/urban, timetable structure, ...)



## APPENDIX D

### Transition Considerations

The following diagram represents key considerations during the transition process.





## APPENDIX E

### Resources and Supports

#### Documents

Healthy Child Manitoba, Manitoba Aboriginal and Northern Affairs, Manitoba Culture, Heritage and Tourism, Manitoba Education and Youth, Manitoba Family Services and Housing, Manitoba Health, Manitoba Justice, and Status of Women. *Guidelines for Early Childhood Transition to School for Children with Special Needs*. Rev. Winnipeg, MB: Healthy Child Manitoba, September 2002. Available online at [www.gov.mb.ca/fs/childcare/transition\\_protocol.html](http://www.gov.mb.ca/fs/childcare/transition_protocol.html).

---. *Guidelines for School Registration of Students in Care of Child Welfare Agencies*. Rev. Winnipeg, MB: Healthy Child Manitoba, September 2002. Available online at [www.edu.gov.mb.ca/k12/specedu/pdf/in\\_care.pdf](http://www.edu.gov.mb.ca/k12/specedu/pdf/in_care.pdf).

Manitoba. *The Public Schools Act*. C.C.S.M. c. P250. Winnipeg, MB: Queen's Printer – Statutory Publications, 1987. Available online at <http://web2.gov.mb.ca/laws/statutes/ccsm/p250e.php>.

Manitoba Advanced Education and Training, and Manitoba Education, Citizenship and Youth. *Aboriginal Education Action Plan, 2004–2007*. Winnipeg, MB: Manitoba Advanced Education and Training, and Manitoba Education, Citizenship and Youth, n.d. Available online at [www.edu.gov.mb.ca/abedu/action\\_plan/index.html](http://www.edu.gov.mb.ca/abedu/action_plan/index.html).

Manitoba Education, Citizenship and Youth. *Appropriate Educational Programming in Manitoba: Standards for Student Services*. Winnipeg, MB: Manitoba Education, Citizenship and Youth, 2006. Available online at [www.edu.gov.mb.ca/k12/specedu/aep/pdf/Standards\\_for\\_Student\\_Services.pdf](http://www.edu.gov.mb.ca/k12/specedu/aep/pdf/Standards_for_Student_Services.pdf).

---. *Manitoba Pupil File Guidelines*. Rev. Winnipeg, MB: Manitoba Education, Citizenship and Youth, November 2004. Available online at [www.edu.gov.mb.ca/k12/docs/policy/mbpupil/index.html](http://www.edu.gov.mb.ca/k12/docs/policy/mbpupil/index.html).

---. *Working Together: A Handbook for Parents of Children with Special Needs in School*. Winnipeg, MB: Manitoba Education, Citizenship and Youth, 2004. Available online at [www.edu.gov.mb.ca/k12/specedu/parent/index.html](http://www.edu.gov.mb.ca/k12/specedu/parent/index.html).

---. *Working Together: Safe, Caring Schools, Families and Communities*. Winnipeg, MB: Manitoba Education, Citizenship and Youth, 2006. Available online at [www.edu.gov.mb.ca/k12/safe\\_schools/pdf/safe\\_school.pdf](http://www.edu.gov.mb.ca/k12/safe_schools/pdf/safe_school.pdf).

## Organizations

Indian and Northern Affairs Canada  
[www.ainc-inac.gc.ca/index-eng.asp](http://www.ainc-inac.gc.ca/index-eng.asp)

Manitoba Education  
[www.edu.gov.mb.ca/k12/](http://www.edu.gov.mb.ca/k12/)

Manitoba First Nations Education Resource Centre  
[www.mfnerc.org/](http://www.mfnerc.org/)

## Websites

Manitoba Education – Schools in Manitoba Search  
<http://www3.edu.gov.mb.ca/school/school>

Manitoba Education – Special Needs Categorical Funding  
[www.edu.gov.mb.ca/k12/specedu/funding/index.html](http://www.edu.gov.mb.ca/k12/specedu/funding/index.html)