

INTERACTIVE RESPONSIBILITIES AND TIMELINES

The information-sharing process begins when the student is enrolled in the new school. It ends when the new school receives the pupil file information from the previous school. Ideally, each step will be completed as quickly as possible. See the *Manitoba Pupil File Guidelines* (2004).

For the purposes of this document, “‘**pupil file**’ means a record or a collection of records respecting a pupil’s attendance, academic achievement and other related matters in the possession or control of a school board” (*Public Schools Act*, Section 42.2). It contains

- semester/annual progress reports (i.e., report cards and transcripts)
- current student registration, contact information, and medical information forms

And, if applicable

- any health information the parent/legal guardian wishes to be placed on the student record
- information about behavioural conduct and disciplinary measures taken
- communication regarding the student between the home and the school
- a copy of any separation agreement or court order with respect to child custody or guardianship
- results of diagnostic tests, achievement tests, standardized tests, and examinations
- assessments or evaluations that the parent/legal guardian or student wishes to be placed on file
- the most current Individual Education Plan (IEP) and/or Health Care Plan, and subsequent amendments
- up-to-date notations of referrals to and/or contacts with external agencies or caregivers
- citizenship information
- documents regarding involvement with social service or any physiological/psychiatric or counselling resources
- general information related to special funding

(*Manitoba Pupil File Guidelines*, 11–12)

References

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 Education, Citizenship and Youth. *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>.

The *Transfer Notification Form for Sharing Information between First Nations and Provincial Schools* (the *Transfer Notification Form*) guides principals of the sending and receiving schools through the information-sharing process and outlines the responsibilities of families in sending and receiving information. The information-sharing process has five steps, as listed below:

1. The process begins when it is decided that the student will transfer schools or enrolls in a new (receiving) school.
2. The receiving school completes Section 1 of the *Transfer Notification Form*. It is signed by the receiving school principal and sent to the student's previous (sending) school.
3. The sending school notifies the principal of the receiving school that it has received the *Transfer Notification Form*. The sending school should also advise the receiving school when the information will be transferred.
4. The sending school completes Section 2 of the *Transfer Notification Form* and transfers it with the pupil file to the receiving school.
5. If the student has special requirements, the *Needs Inventory Form* should be completed by the sending school and sent to the receiving school with the pupil file.

The *Transfer Notification Form* is found in Appendix A on pages 15–16 and the *Needs Inventory Form* is found in Appendix B on pages 17–20.

Transfer Notification Form for Sharing Information between First Nations and Provincial Schools			
Section 1 (to be completed by the receiving school)			
Student—Complete Legal Name(s)			MET Number
Surname	Given Name	Middle Name	
Current Address			
Street or PO Box	Telephone		
City/Town	Province	Postal Code	
Previous Address <input type="checkbox"/> Same as Current Address			
Street or PO Box	Telephone		
City/Town	Province	Postal Code	
Parents/Legal Guardians (Names)			
Surname	Given Name	Middle Name	
Surname	Given Name	Middle Name	
Parents/Legal Guardians (Address) <input type="checkbox"/> Same as Student Address			
Street or PO Box	Telephone		
City/Town	Province	Postal Code	
Last School Attended (Sending School)			
School Name	Telephone		
Street or PO Box	Telephone		
City/Town	Province	Postal Code	
Receiving School			
School Name	Telephone		
Street or PO Box	Telephone		
City/Town	Province	Postal Code	
Name of Principal	Signature of Principal		
Signature of Principal	Date	Enrolment Date	

continued

Transfer Notification Form for Sharing Information between First Nations and Provincial Schools (continued)		
Section 2 (to be completed by the sending school)		
Date Student Last Attended		Grade at Time of Transfer K 1 2 3 4 5 6 7 8 9 10 11 12
Please list any relevant educational information that may affect placement or provision of services to the transferring student: (Examples: counselling, educational assistant, clinical services, literacy programming, numeracy programming ...)		

Does this student have special requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please attach the <i>Needs Inventory Form</i> (Appendix B).		
First Language of Student		
Language(s) Spoken at Home		
Language(s) in Which Student Has Verbal Fluency		
Language(s) in Which Student Has Written Fluency		
Does this student understand English language instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Child Protection Agency and Contact Person (if applicable)		
Name of Sending School Principal		
Signature of Sending School Principal		
Date Pupil File Sent		

Interactive Responsibilities

Each school-aged child or youth should be provided with appropriate educational programming that offers opportunities to learn, to develop personally, and to experience success. Collaboration between partners to ensure the smooth and timely sharing of information is a critical factor in providing appropriate educational programming.

Following are the responsibilities of each partner in the sharing of information when a student moves between a First Nations and provincial school.

Parents of Student

The parents should

- initiate the transfer process by enrolling their child in the new school
- support the sharing of information between sending and receiving schools
- complete and sign the applicable enrolment forms
- provide the receiving school with any relevant information about their child (e.g., identifying special learning needs)
- be aware of services and supports offered by the receiving school and/or community agencies that are integral to their child's success in school

Sending and Receiving Schools

The principals of each school should

- work with the parents and any other community or agency stakeholders to plan for a smooth transition between schools
- complete the information-sharing process as timely as reasonably possible
- collaborate and problem solve as required to keep the process moving forward
- adhere to the *Manitoba Pupil File Guidelines*

Receiving School

The principal of the receiving school should

- complete and sign Section 1 of the *Transfer Notification Form* and forward it to the sending school immediately
- provide the student and parents with information about the school and any special school programming
- assign a staff member to follow up with the student and parents

Sending School

The principal of the sending school should

- complete and sign Section 2 of the *Transfer Notification Form* and forward it with the pupil file information within one week of receiving the request from the receiving school
- if the student has special requirements, complete the *Needs Inventory Form* and send it to the receiving school with the pupil file
- indicate to the principal of the receiving school when the information might reasonably be expected, if it is not possible to forward the information within one week

Timelines

Each step of the information-sharing process should be completed as soon as is reasonably possible. Principals of provincial schools are required by Manitoba Regulation 468/88 to transfer the pupil file of a pupil who has transferred to another school to that school within one week of the school requesting it.

Appropriate Educational Programming in Manitoba: Standards for Student Services (Manitoba Education) provides information on timelines for transferring pupil file information and related topics. This document is available online at www.edu.gov.mb.ca/k12/specedu/aep/pdf/Standards_for_Student_Services.pdf.

The interactive responsibilities and timelines of the information-sharing process are summarized on the following page.

Transition Plan

Schools and stakeholders may develop additional procedures and practices to meet their specific needs when supporting students in transition. Some students may require a more formal transition plan to be put in place. Appendix C provides some questions to consider when preparing a transition plan.

Responsibilities and Timelines for Sharing Information between First Nations and Provincial Schools

Partners	Responsibilities	Recommended Timelines
Parents of Student	<ul style="list-style-type: none"> ■ initiate the transfer process by enrolling the student in the new school ■ support the sharing of information 	
Receiving School	<ul style="list-style-type: none"> ■ complete and sign Section 1 of the <i>Transfer Notification Form</i> ■ send <i>Transfer Notification Form</i> to sending school ■ provide the student and parents with information about the school and any special programming at the school ■ assign a staff member to follow up with the student and parents 	<ul style="list-style-type: none"> ■ send the <i>Transfer Notification Form</i> on the day of enrolment
Sending School	<ul style="list-style-type: none"> ■ acknowledge receipt of the <i>Transfer Notification Form</i> ■ complete and sign Section 2 of the <i>Transfer Notification Form</i> ■ send pupil file and the <i>Transfer Notification Form</i> to the receiving school ■ complete and send the <i>Needs Inventory Form</i> to the receiving school, if the student has special requirements 	<ul style="list-style-type: none"> ■ acknowledge receipt immediately ■ send the necessary information within one week of receiving the request from the receiving school
Both Sending and Receiving Schools	<ul style="list-style-type: none"> ■ acknowledge receipt of the <i>Transfer Notification Form</i>, <i>Needs Inventory Form</i>, and pupil file 	<ul style="list-style-type: none"> ■ acknowledge receipt immediately

