

# SECONDARY SUPPORT PLANNING TIMELINE

## SEPTEMBER

- Work with administration to assign targeted SEA support to students receiving Personal Development hours
- As soon as possible get timetables finalized for students on your caseload
- Share "profile" information with classroom teachers
- Develop marking criteria, in consultation with classroom teacher, for those students enrolled in modified courses
- Review currently identified students with school psychologist and make any necessary coding changes
- Complete file review for new students and identify needs
- Discuss with school psychologist any new students who may require district/ministry identification
- Review existing Ministry 1701 caseload and documentation for your school - Report all additions and deletions to karen\_yoxall@sd42.ca two weeks before the end of September in order to meet Ministry of Education deadlines**
- Initiate School Based Team (SBT) meetings
- Invite psychologist to regularly attend SBT meetings to discuss student needs
- Start collaborative planning for IEPs and ICMs
- Identify students who require safety plans, review existing plans and update if necessary
- Schedule IEP input meetings and collaboratively write IEPs; provide parents and student with a copy
- Set BC Screening Deadline is this month-Carol Woodworth will email deadline date for submissions**
- New/Nearly New Teacher Mentoring meeting - Please contact deirdre\_way@sd42.ca
- Investigate and register for professional development/conferences



- Ongoing:
  - New students to school; read file
  - SBT:
    - Review student progress, attendance, etc.
    - New referrals for consideration
    - Following pre-referral discussions, prioritize students for district assessments (Psych Ed, SLP, OT, PT) and SET BC
  - Psychologist meetings:
    - Pre-referral discussions
    - Changes in coding discussions
  - Initiate meetings with teachers/SEAs re. data collection (Low Incidence) and IEP goals
- Send IEP Cover Sheet to SSS on IEP anniversary date

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## OCTOBER

- Continue collaborative planning and IEP meetings
  - Establish regular meetings with SEAs to collaborate about student(s) needs
  - Complete 'Adjudication List', (available from school psychologist), for students on your caseload in grades 9-12 requiring exam adaptations**
  - Provincial Pro-D Day
  - Ongoing: (See September)
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## NOVEMBER

- Report Cards sent home
  - Participate in parent/teacher interviews, progress reports on IEPs
  - Set BC Screening Deadline is this month-Carol Woodworth will email deadline date for submissions**
  - Ongoing: (See September)
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## DECEMBER

- Second Screening for SET BC**
- Meet with school psychologist to discuss 'Adjudication List' and fill out 'Request for Exam Adjudication' form with school psychologist. At this meeting, any updated assessment needs will be determined. Please bring the following to the meeting:**
  - Student files (G4 and red confidential file)
  - Current IEP
  - Completed Adjudication List**
- Ongoing: (See September)



## JANUARY

- Review existing Ministry 1701 identified student list with administration - Report all additions and deletions to karen\_yoxall@sd42.ca in order to meet Ministry of Education deadlines**
  - Follow through on school psychologist recommendations as recorded on the 'Request for Exam Adjudication' form**
  - Ongoing: (See September)
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## FEBRUARY

- Follow through on school psychologist recommendations as recorded on the 'Request for Exam Adjudication' form
  - Schools complete 'Students Receiving Adaptation for Grades 10/11 and 12 Exams' form (available from your school psychologist). Fax completed form to 250-387-3682 before reporting deadlines: For June exams, the reporting deadlines can be found in the Graduation Handbook or ask your school psychologist
  - Submit snapshot of students returning for an additional year
  - Ongoing: (See September)
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## MARCH

- Adjudication reporting deadline for June provincial exams (the reporting deadlines can be found in the Graduation Handbook or ask your school psychologist)
  - Begin planning for elementary school transitions (visits, course planning forms); check Risk Assessments/Safety Plans
  - Report Cards/Conferences/review & revise IEP goals (if needed)
  - Set BC Screening Deadline is this month-Carol Woodworth will email deadline date for submissions**
  - End of month: Check that you have received the list of incoming grade 7 students from DEO
  - Ongoing: (See September)
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## APRIL

- End of first week: Transition forms will arrive from elementary feeder schools
  - Personal Development forms due (contact SSS for due date)**
  - Continue transition/placement meetings. Use this opportunity to connect with the CT, ST and/or SEA working with any incoming grade 7 students identified with special needs
  - Begin department planning for returning and new students (caseloads, support block assignments, etc.)
  - Begin adjudication process for grade 8 students (confer with school psychologist)
  - Ongoing: (See September)
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## MAY

- Assist students/families with course selection and form completion.
  - Begin setting up adjudication schedule for provincial and final exams.
  - Last opportunity for district referrals
  - Finish placement/transition planning meetings for new students.
  - End of Month: Begin conferencing with teachers/SEAs re. IEP reports
  - Ongoing: (See September)
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## JUNE

- Work with Administration to adjust and finalize timetables of identified students, for next school year
- IEP reviews/meetings/input/planning for next year
- Finalize adjudication schedule for final exams and provincial exams
- Report Cards
- Filing updates with current information, IEP Reports, ICM Reports, etc.
- Develop "profile" information to share with classroom teachers
- Prioritize students for LA support (returning and new students)
- Review files/assessment information for new students; identify needs
- Review existing Ministry 1701 caseload and documentation for your school - Report all additions and deletions to karen\_yoxall@sd42.ca and update all information in Red file**



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## NOTES FOR NEXT YEAR:

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