

2.8 Inclusive Education Timeline 2023-2024

Updated January 2024

January

- Principal:** Confirm that 1701 information is accurate in MyEdBC - update all students who have moved, changed designations, etc and notify Inclusive Ed
- School-Based Team meetings continue regularly
- Classroom Teacher collaborates with School Inclusion Support Teacher re IEP goals and strategies
- Classroom Teacher and school IST continue to communicate regularly with parents re IEP goals/strategies
- School Inclusion Support Teacher: Tidy up student binders/files - take out unnecessary items, ensure notes /checklists/consent forms/etc are all up to date for 23/24 school year
- School Team: Reminder that new student support binders are reviewed at District Office monthly (no need to hold them at the school). Send to Inclusive Education.
- School Team: CB-IEP Mid-Year Reviews are completed by January 26:**
 - Principal/IST: Invite District Inclusive Education staff to meetings
 - Ensure Classroom teacher, counsellor, PVP, parent and (where appropriate) student attend review meeting
 - Team members share information on strategies used and assessment results since the last IEP meeting
 - Confirmation signatures from teachers, parents, and principal
 - Reviewed CB-IEP and notes are placed in permanent student file



- ❑ **Principal:** Enrolment projections due to HR by January 26 for the NEXT school year (24/25) - this enrolment projection determines preliminary funding from the Ministry for next year
- ❑ **Principal:** Enrolment meetings on January 26 with HR and District Team for 2024/25 school year
- ❑ **Principal:** Ensure that information is accurate for February 1701 collection by end of January for THIS school year (2023/24)

February

- ❑ **SCHOOL TEAM: CATEGORY G AND Q BINDERS ALL SENT TO BOARD OFFICE FOR EXTERNAL LOU 17 REVIEW (DATE TBD IN EARLY FEBRUARY)**
- ❑ **School Team: Category H internal audit - student binders for Category H sent to Board Office for internal audit by February 15**
 - District team reviews Category H binders and returns by end of February

March

- ❑ **SCHOOL TEAM: NEW/CHANGED DESIGNATION STUDENT SUPPORT BINDERS - DUE MARCH 1 FOR ALL NEW /CHANGED BINDERS FOR THE NEXT SCHOOL YEAR (24/25) - ALL RELEVANT ITEMS /PROCESSES MUST BE COMPLETED PER THE MINISTRY AUDIT CHECKLIST IN ORDER FOR THE BINDER TO BE REVIEWED**
 - District Team reviews binders and returned to schools by March 15
- ❑ **SCHOOL TEAM: NEW/UPDATED SISAR FORMS DUE MARCH 1 FOR ALL NEW /CHANGED FUNDED BINDERS FOR THE NEXT SCHOOL YEAR (24/25)**
 - New/updated SISAR forms reviewed and returned to schools by March 15 (Student Support Binder must accompany the SISAR form)



- Principals:** Transfer requests for all students due to HR by end of March
- Note to Principals:** Staff allocations for the next school year determined by district team and communicated to principals by Finance/HR/Inclusive Education in early April



April/May

- Meetings between transitioning schools (elementary/middle/secondary/post)
- Transitioning students plans in place (including Inclusion Support/CLBC/MCFD meetings)
- Principals: Confirm students for next school year & update MyEdBC (each month)
- Principal: Include School IST in determining schedules for students with diverse needs for the next school year, planning with priority students in mind first
- School Inclusion Support Teachers: CB-IEPs for next year - start reviewing/writing for next year
- Principal: confirm transportation requests for next year for students who require accessible transportation
- Principal: confirm work orders for accessibility for next year with Operations
- Transition meetings for new incoming students start

June

- PRINCIPAL: RE-CONFIRM STAFF IN SCHOOLS WITH INCLUSIVE EDUCATION, FINANCE AND HR FOR NEXT YEAR BY JUNE 21**
- School Team: Complete CB-IEP meetings and reviews for next year (where possible)
- School Team: Complete transition plans and activities
- School Team: Organize file and ensure that all required documentation and updated CB-IEP is in place in binder.
- Parent communication completed



PLEASE NOTE:

- CB-IEPs are required to be finalized (with meetings completed), in student files, and implemented by end of November of each year
- CB-IEP reviews are to take place by second reporting period and by the end of June
- Review notes are to be in student support binders with most current CB-IEP
- CB-IEP progress reports are required for formal reporting periods

PRINCIPALS AND SCHOOL TEAMS PLEASE REMEMBER:

- Fully completed student support binders may be sent to the District Office for review at any time of the school year. They will be reviewed monthly through district staff. **Please note: binders received through the year do not change school human resource allocations for that year.**
- Student binders need to be fully completed in order to be reviewed
- A medical diagnosis is only part of the requirement for a special needs designation (e.g.: Category D and G) - and may not lead to a designation. Please refer to the Ministry Category Checklists (link below)
- The audit criteria checklist from the Ministry of Education and Child Care must be reviewed and signed as complete by the principal prior to the binder being submitted (see the [Category Checklists](#))
- Human resource allocations are determined in the spring for the next school year. (i.e.: allocations for non-enrolling staff and education assistants are determined in the spring for the 2024/25 school year)



- Human resource allocations (e.g.: school inclusion support teacher, school counsellor, education assistants, etc.) are determined with a number of factors in mind (e.g.: school size, age of students, vulnerability factors, allocations in prior 5 years, allocations of non-enrolling teaching staff in the school, assignment of District staff to school, etc.) - they are not determined by the number of student binders in a school