

## 2 INCLUSIVE EDUCATION GENERAL PROCEDURES

### 2.3 Inclusive Education MyEd Data Procedures

<b>DESIGNATION/DESIGNATED STUDENT PROCEDURES:</b>	
<b>EVENT</b>	<b>ROLES AND ACTIONS</b>
<p>An <b>SD8 student with a designation</b> is withdrawing and moving <i>within SD8</i>.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Withdrawing School Clerical:</b> Leave all inclusive education/student services data in MyEd</li> <li><input type="checkbox"/> <b>Withdrawing School Clerical:</b> Inform your school's principal and the principal at the receiving school.</li> <li><input type="checkbox"/> <b>Receiving School Clerical:</b> Inform principal and IST when transfer is complete and ensure records are promptly requested. Alert principal/IST when records arrive.</li> </ul>
<p>An <b>SD8 student with a designation</b> is withdrawing and moving <i>out of district</i>.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Withdrawing School Clerical:</b> Leave all inclusive ed/student services data in MyEd</li> <li><input type="checkbox"/> <b>Withdrawing School Clerical:</b> Click here and follow: <a href="#">AP 3300</a> re: record requests. <i>(Reminder to never share any confidential information with other schools, in or out of district, unless authorized by AP 3300.)</i></li> <li><input type="checkbox"/> <b>Withdrawing School Clerical:</b> Inform your school's principal</li> </ul>
<p>An <b>SD8 student without a designation</b> has <b>NEW</b> support binder submitted, and that binder is <b>approved</b> for a designation.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>District Inclusive Education</b> adds the designation in MyED</li> <li><input type="checkbox"/> <b>District Inclusive Education</b> emails principal to inform them</li> </ul>

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<p>An <b>SD8 student without a designation</b> has <b>NEW</b> support binder submitted, and that binder is <b>not approved</b> for a designation  <b>OR</b>  An <b>SD8 student with a designation</b> has an <b>EXISTING</b> support binder review for audit and that binder is <b>not approved</b> for a designation</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>District Inclusive Education end dates</b> the designation in MyEd (if the student has a designation on file)</li> <li><input type="checkbox"/> <b>District Inclusive Education</b> emails principal to inform them</li> </ul>
<p>A <b>non-SD8 student with a designation</b> transfers into SD8 from <i>out of district</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Receiving School Clerical:</b> Note that a student's student services status is automatically changed to <b>EXITED</b> when they transfer across districts, but the designation will remain on record. The student service status will be updated to <b>ACTIVE</b> by <b>District Inclusive Education</b> when the binder is reviewed and approved.</li> <li><input type="checkbox"/> <b>School Principal/IST:</b> Review student IEP/file, update binder as needed, and submit to <b>District Inclusive Education</b> for approval</li> </ul> <p><i>After support binder is submitted, see binder approval/denial process above.</i></p>
<p>A school's MyEd data doesn't look correct for <b>SD8 students with designations</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>School Principal:</b> Check past emails from clerical.inc@sd8.bc.ca re: binder updates. Email District Inclusive Education if you can't find the information.</li> </ul>
<p>Your MyEd data includes students that are <b>active</b> in Student Services but have <b>no designation</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>School Principal/IST:</b> Check the student has a current, essential support plan and/or pending binder. If plan is current, leave in place. If plan is outdated, <b>end date the support plan in MyEd.</b></li> </ul>

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<b>ELL STUDENT PROCEDURES:</b>	
<b>EVENT</b>	<b>ROLES AND ACTIONS</b>
<p>An <b>SD8 ELL student</b> is withdrawing and moving <i>within SD8</i>.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Withdrawing School Clerical:</b> Leave all inclusive education/student services data in MyEd</li> <li><input type="checkbox"/> <b>Withdrawing School Clerical:</b> Inform your school’s principal, the principal at the receiving school, and your family of school’s ELL teacher</li> <li><input type="checkbox"/> <b>Receiving School Clerical:</b> Inform your school’s principal and your family of school’s ELL teacher when transfer is complete</li> </ul>
<p>An <b>SD8 ELL student</b> is withdrawing and moving <i>out of district</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Withdrawing School Clerical:</b> Leave all inclusive education/student services data in MyEd</li> <li><input type="checkbox"/> <b>Withdrawing School Clerical:</b> Inform your school principal and the ELL teacher for that Family of Schools</li> </ul>
<p>An <b>SD8 student</b> that is <b>not</b> currently identified as ELL <i>needs</i> an <b>ELL</b> assessment</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>School Principal:</b> Email request to ELL teacher for that family of schools</li> </ul>
<p>An <b>SD8 student</b> that is <b>not</b> currently identified as ELL was <i>assessed</i> by an <b>ELL</b> teacher and <b>meets</b> the requirements for services.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>School Clerical</b> adds the student to the ELL programs in MyEd with <b>an END DATE of June 24, 2024.</b> <i>District ELL teachers will re-enroll continuing ELL students by verifying they have a current (within one year) assessment and/or by re-assessing.</i></li> <li><input type="checkbox"/> <b>ELL teacher</b> assembles the ELL file and conveys the student’s level and AIP (Annual Instructional Plan) to clerical, principal, and classroom teacher.</li> <li><input type="checkbox"/> <b>ELL teacher</b> creates and uploads the AIP into MyEd.</li> </ul>

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<p>An <b>SD8 ELL student</b> no longer needs ELL services as per ELL teacher.</p>	<p><input type="checkbox"/> <b>School Clerical:</b> End date that student in the ELL program to the day the ELL teacher indicates their services ended.</p> <p><input type="checkbox"/> <b>ELL Teacher:</b> end date the AIP in MyEd.</p>
<p>Your MyEd data doesn't look right for <b>ELL students</b>.</p>	<p><input type="checkbox"/> <b>School Clerical or Principal:</b> Email ELL teacher for that family of schools</p>