



Department: Programs and Services
Section: Special Education

Scope	This administrative procedure applies to all staff whose responsibilities include identification, program planning, and/or delivery of program and services to students with special needs, and to legal guardian(s) of such students.
Responsibility	It is the responsibility of the Director of Programs and Services to ensure that this administrative procedure is implemented by school principals.
Implementation	This administrative procedure will be implemented by school principals, assisted as needed by appropriate school staff, and by the Coordinator of Student Services, assisted as needed by regional Student Services staff.
Procedures	<ol style="list-style-type: none">1. The principal shall ensure that a portion of the IPP meeting is devoted to a discussion of transition planning for students with special needs which involves movement to school, from school to school, from elementary to middle/junior, from middle/junior to high school, and high school to community.2. (a) The Program Planning Team shall enter the transition information on <i>Form AP403.b - Individual Program Plan</i> or complete <i>Form AP403.g - Student Transition Planning Report</i> if more space is needed. (b) The facilitator shall give a copy of the form containing the transition plan to the student's legal guardian(s), the principal, and all others involved in the student's plan. The facilitator will place a copy in the student's Cumulative Record Card.3. (a) When a transition plan requires the expenditure of additional financial resources, the facilitator shall turn responsibility for follow-up over to the principal. (b) The principal shall confer with the Coordinator of Student Services regarding any transition plan that requires expenditure of any substantial amount of money. (c) The Coordinator shall give alternate direction to the principal regarding the transition plan or, if possible within budgetary allocations, make resources available for implementation of the plan. (d) When the transition request exceeds budgetary allocations, the Coordinator of Student Services shall take the plan to the Director of Programs and Services for referral to the Regional Leadership Team for implementation support

4. (a) Following discussion by the Regional Leadership Team, the Director of Programs and Services shall inform the Coordinator of Student Services regarding requested resources.
- (b) The Coordinator of Student Services shall inform the appropriate parties of any action that has been approved and shall monitor the implementation of such action.
- c) The Coordinator of Student Services shall inform the legal guardian(s) of their right to appeal this decision.

Related Guidelines The Education Act
 Department of Education - Special Education Policy Manual, Sections 2.2, 2.7
 Department of Education - Public School Programs
 AVRSB Manual for School-Based Program Planning Teams (Individual Transition Plan Section)

Associated Forms *Form AP403.b - Individual Program Plan*
Form AP403.d - Minutes of Student Problem Solving Meeting (sample)
Form AP403.g - Student Transition Planning Report
Form AP403.i - Request for IPP Appeal Hearing

Monitoring Procedure

It is the responsibility of the Director of Programs and Services (or his/her designate) to have this administrative procedure reviewed on an annual basis.

The Board's Education Committee, Board Members, principals, classroom and resource teachers, parental organizations and other appropriate groups/individual(s) will be consulted when revisions of major significance are made to this policy and administrative procedure.

Sufficient time will be provided to ensure that persons, as above, have appropriate opportunity to react to such recommended revisions.

The Director of Programs and Services shall ensure the results of the monitoring of the policy and administrative procedures are recorded, in writing, and forwarded to the Superintendent of Schools for review.

It is the responsibility of the Superintendent of Schools to report results of the monitoring process to the Board.

This Administrative Procedure will be monitored on an annually.

Superintendent Approved: March 28/02
Ref: BP 403.6, Appendices Forms: AP403.b, AP403.d, AP403.g, AP403.i
Monitoring Date: Annually
Revised: