



EDMONTON CATHOLIC SCHOOLS

Edmonton Catholic School District

Grade 6 to 7 **TRANSITION PASSPORT**

**PROCESS
INFORMATION FOR ADMINISTRATORS**

2011-2012

Edmonton Catholic School District

STUDENT TRANSITION PASSPORT PROCESS INFORMATION FOR ADMINISTRATORS For the 2011-2012 school year

Transition Passport Intention

The Edmonton Catholic School District 'Student Transition Passport' is given to students currently enrolled in grade 6 who are transitioning from elementary to junior high. In February, grade 6 students will each receive a transition passport which parents will complete and return to their child's elementary school. By doing so, they will be indicating to their current elementary school their intentions related to registering for junior high school.

This passport is a tool which gives our district and junior high school principals information needed as they prepare for staffing and school operations for the upcoming school year. The Passport is not to be collected by junior high schools at Open Houses or by parents dropping them off. They will be sent as a package from the elementary schools on the due date indicated.

Each junior high may distribute a comprehensive information package for completion by the parent that is specific to their school/focus program but ensure parents are aware that the passport must come through their child's elementary school. Once it has been sent to the junior high by the elementary school they will be notified as to the status of their application (accepted or non-accepted).

Elementary principals will be emailed a one page student information form that they would get every grade 6 homeroom teacher to fill out, for each child, in grade 6 except District program students staying in District programs. The elementary school would attach this information sheet to the child's passport (staple) **after** parents return the passport to their elementary school. This would then be sent to the chosen Junior High on the specified date.

Students who are not currently enrolled in the Edmonton Catholic School District or who have never attended an Edmonton Catholic School must register using the "district student registration" form along with their latest progress report.

District Policy

School Catchment Areas - All schools within the Edmonton Catholic Separate School District No. 7 have defined attendance and catchment areas. These are reviewed on an annual basis and may be revised. Where circumstances warrant, closed boundaries may be established.

A school is required to register all resident students residing within its catchment area. Where space and resources permit; other resident students of the District or non-resident students may be admitted to a particular school.

Students will therefore be registered in the following order:

- a. resident students in catchment area
- b. non-Catholic students in catchment area currently enrolled in Edmonton Catholic Schools and who have the recommendation of their principal that they will be allowed to continue on to the next level of their educational program in the district
- c. resident students residing outside the catchment area
- d. non-resident students residing within the catchment area
- e. non-resident students residing outside the catchment area

Once students who reside outside the catchment area are admitted to a school, they cannot be directed to return to their local school during the school year.

Frequently Asked Questions and Answers (FAQ)

1. Who is responsible for printing the 'Transition Passport'?

The District will print and distribute the 'Transition Passports' to the elementary school principals. There are two copies. The blue one is to be placed in the folder to go home with the student and the white one is a replacement copy that is only to be used if the blue copy is lost. Any left over white copies can be recycled in April.

2. Who is responsible for distributing and collecting the passport to the grade 6 students?

Using the established timelines outlined in this package, the passport will be distributed, collected and directed to the respective chosen schools by the elementary school principal.

3. Do we have to use the District Transition Passport?

Yes. All school principals are to use this passport and respect the timelines listed. This will assist the District in tracking movement at key transition points, as well as assist the junior high principal in acquiring information related to transition patterns as they prepare for staffing and school operations for the upcoming school year.

4. Once I, as an administrator, have the passport from an elementary school do I have to do anything else?

Yes. The student 'Transition Passport' is a tool that indicates to their current elementary school their intentions related to registering for junior high school. You need to communicate to the family your decision on acceptance or non acceptance of their child by the indicated dates. As well you must email the elementary principal the names of students you are accepting and declining and send the declined passports back to the elementary by the date set.

As such, each junior high school may distribute a comprehensive information package for completion by the parent and submitted directly to the junior high school, that is specific to their school/focus program. Make sure parents are aware that handing in any information package does not guarantee acceptance into their school. That will happen only after they receive the passport and communicate (acceptance or non acceptance) to the parents.

5. Do I use this passport to register a student who is not currently in our District?

No. Students who are not currently enrolled in the Edmonton Catholic School District, or who have never attended an Edmonton Catholic School must register using the “district student registration” form and their latest progress report card.

6. Are the established timelines the same for all programs?

Yes. The established timelines are the same for all schools. The exceptions to this are the EE, ASP and PTP District programs. Indicate in section 3 of the transition passport if a student is being considered for a District Special Education Program. Indicate by writing (District Special Education Program being considered) in Section 3.

7. What if a parent is accepted by my school and then changes his/her mind?

*This is a parent’s right at this stage in the process. If the parent changes his or her mind after you have already accepted them, the principal must return the passport to the parent upon request but NOT the student information form. It is the parent’s responsibility to pick up the passport from your school. Furthermore, in order for them to register at another school they will require the passport. Please inform the elementary school principal if a parent comes to your junior high school and asks for the passport to be returned to them and **forward the student information form back to the elementary school principal.** This will assist the elementary school who is responsible for tracking where their grade 6 students are transitioning.*

8. What if a parent has indicated their intention to attend a private, public or other non-district school?

The elementary principal is asked to contact the parent and inform them that in such a case, should the parent change their mind, ‘District Regulations and Provincial Legislation’ may impact their right to attend any district school for the upcoming year. Place the passport in the student’s file clearly indicating the choice made.

9. What happens to the student’s passport should their first choice school decline to register them.

If a junior high principal declines a passport, the expectation is that the declining principal returns the passport immediately to the elementary school. As indicated in the timelines, the elementary principal will redirect the passport along with the teacher information sheet to the child’s designated junior high school. Please refer to the established timelines outlined in this package.

If the parent refuses to register at the designated junior high school, they must go and pick up the passport from the designated junior high school. The junior high principal will return only the passport to the parent and inform the elementary principal via e-mail as well as send the student information form back to the elementary principal. This will assist the elementary school who is responsible for tracking where their grade six students are transitioning to.

Important Dates and Timelines

Tasks/items listed below are to be completed by the date indicated.

<u>Due date</u>	<u>Task/Item for completion</u>
Jan 26/11	<input type="checkbox"/> Elementary principals receive District 'Transition Passports'. Non resident students who you do not recommend transition should be notified in writing (parents)and communicate this to SOS as well.
Feb. 4/11	<input type="checkbox"/> Elementary principal completes designated school name in section 3 of the passport <input type="checkbox"/> Elementary principals distribute passports to gr. 6 parents.
Mar. 11/11	<input type="checkbox"/> Elementary principals will collect, collate, attach student information forms and forward passports on to the respective 'chosen' schools on this date, not before .
Mar. 18-25/11	<input type="checkbox"/> Junior high principals review passports received and accept or decline the request to register.
Mar. 18-25/11	<i>If accepting a student, the junior high principal will . . .</i> <input type="checkbox"/> sign and keep the passport <input type="checkbox"/> communicate acceptance to the parent <input type="checkbox"/> communicate acceptance, <u>via email</u> , to the elementary school principal <i>If not accepting a student, the junior high principal will . . .</i> <input type="checkbox"/> immediately return the passport along with the student information form to the child's elementary school <input type="checkbox"/> communicate the non acceptance to the parent <input type="checkbox"/> communicate that they have declined, <u>via email</u> , to the elementary school principal
March 24-25/11	<i>Elementary principal will. . .</i> <input type="checkbox"/> forward all declined passports along with the student information form to the designated junior high school <input type="checkbox"/> contact parents of children who were not accepted at their choice school and that the passport has been sent to their designated J.H. feeder school <input type="checkbox"/> email the designated J.H. principal indicating the declined passports are being redirected back to the designated school.

Note* should the parent change their mind after being accepted at the junior high of their choice, it is the parent's responsibility to pick up the passport from that school. The junior high principal will return the passport (**NOT the Grade Six Student Information form-this is returned to the elementary school to forward once a school has accepted their child**) to the parent upon request and inform the elementary school principal via email that this has occurred.