**Inclusive Education Timeline October to June**

**September**

**See September document**

**October**

* Vulnerable Student Checklists reviewed and copies returned to principals
* Plans in place for all Children in Care and on MyEdBC
* Notify Inclusive Education of all Children in Care in your school
* Positive PEACEful Behaviour support plans reviewed, and new ones developed where needed
  + Consult with District Inclusion Support Teacher if need support in developing a plan
* Meetings with parents/CRT and other involved professionals to consult and finalize IEPs – INVITE INCLUSIVE ED STAFF TO IEP MEETINGS
* Transitioning student plans in place (including Inclusive Education/CLBC/MCFD meetings)
* **CB-IEPS being written in MyEdBC** 
  + File all assessments, planning forms, meeting minutes, other documentation used in the planning process
  + Have logs of service in place and being used to record when, with whom, and how service is being provided for designated kids; to be placed in red binder

**November**

* Confirm students who are receiving psych ed from Dr. Deanna Britton Rumohr in this school year.
* Start looking at psych ed referral(s) for the following school year, paying particular attention to students in grade 10/11/12 who may require CLBC support or may be attending post secondary
  + Note: Psych eds may be performed in grades 4-12 and only after a student has been in SD8 for at least one full school year
* Referral to District Inclusive Education Team for specialized assessments after pre-referral checklists completed (check with Inclusive Education staff)
* Confirm that 1701 information is up to date in MyEdBC
* Start internally reviewing all student support binders – start with categories H and D
* School-Based Inclusion Support Teacher and CRTs collaborate on report card comments/grades as related to IEP
* **Completed CB-IEPs are due in MyEdBC for all students with designations by the end of November**

**January / February**

* **Current school support file reviews are complete by end of January**
* **Confirm that 1701 information is accurate in MyEdBC**
* **Enrolment projections due by end of January**
* **New/changed student support binders -due February 21**
* **New/updated SISAR forms due February 21**
* School-Based Inclusion Support Teacher meetings continue regularly
* School-Based Inclusion Support Teacher collaborates with CRT on report cards
* Parent communication continues regularly
* **CB-IEP Reviews Completed**
  + Invite District Inclusive Education staff to meeting
  + Ensure Classroom teacher, counsellor, PVP, **parent and (where appropriate) student** attend review meeting
  + School-Based Inclusion Support Teacher organizes and chairs the meeting
  + All team members share information on strategies used and assessment results since the last meeting
  + Team may decide to carry on with the current plan, change the goals or adaptations, or seek help from additional community resources
  + After meetings, signatures are obtained from teacher, parent and principal
  + Reviewed CB-IEP and notes are placed in permanent student file

**March**

* EA allocations determined and communicated by Inclusive Education by March 28
* School Leader meeting to discuss next year’s staffing

**April**

* Meetings between transitioning schools (pre/elementary/secondary/post) to begin at the latest
* Referral to Inclusion Support Teacher may be considered for transitions
* Transitioning students plans in place (including Inclusion Support/CLBC/MCFD meetings)
* Confirm students for next school year & update MyEdBC
* CB-IEPs for next year started
* SISAR forms completed for students who require support
* Confirm Transportation requests for next year
* Confirm any work orders for accessibility for next year
* Transition meetings for students

**May**

* **IST collaborates with CRT on report cards**
* Complete CB-IEP updates and review meetings
  + Data Collection completed
  + Include updated service logs with completed CB-IEP
  + Note tentative goals for next year
  + Include review notes in student file with most current CB-IEP copy

**June**

* **Principal sends EA schedules and LIF day to Inclusive Education and HR**
* Complete transition plans and activities
* Complete year end assessments, share info with teachers
* Organize file and ensure that all required documentation and updated CB-IEP is in place in red binder.
* Participate in and make recommendations for creating classes in September
* Parent communication completed

**PLEASE NOTE:**

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