

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Transfer of Youth Sector Students</h2>	
	<p>Department responsible: School Operations Effective date: September 13, 2006 (<i>Resolution 2006-088</i>) Amended on: November 19, 2014 and March 17, 2016 Approved by: Resolution #EC 2016-093</p>	
	<p>References:</p>	<ul style="list-style-type: none"> • Council Policy Manual: EL-1, EL-4
	<p style="text-align: center;"><u>Other Policies</u></p>	<ul style="list-style-type: none"> • Special Education (EDU-07) • Educational Assistance Programs (EDU-01) • Promotion of Students (EDU-09)

1) General Provisions

Purpose

1.1. This Policy sets the rules pertaining to the registration of Youth Sector students transferring from another:

- a) school board;
- b) educational institution;
- c) Cree community school;
- d) language sector.

Definitions

1.2. In this Policy, the following words or expressions mean:

- a) **MEES:** Ministère de l'Éducation et de l'Enseignement supérieur;
- b) **parents:** the person having parental authority or, unless that person objects, the person having *de facto* custody of the student.

2) Transfer request

Documents

2.1. For any transfer, the parents must ensure that the Principal has or receives the following documents:

- a) the original birth certificate issued by a government¹ and the permanent code of the student;
- b) the report cards of:
 - i. the last completed term;
 - ii. the last 2 years, if available.

¹ When the student is transferring from another Cree School Board school, a certified copy issued by this school is acceptable.

Registration will not be processed and the child may not attend classes until these documents are provided by the parents.

[Other documents](#)

2.2. The parents have the obligation, at the time of registration, to provide to the Principal any other pertinent documents such as those relating to special needs requirements.

[Authorization](#)

2.3. The parents must be present for the registration, unless the student is 18 years old or older in which case the Principal deals directly with the student. Where the parents cannot be present, they must sign the form provided in **Annex A** in person at the school of their own community to authorize this registration.

[Time line](#)

2.4. After the required documents are received and the assessment described in Section 4 below is done, it may take up to 5 days before the student begins classes.

3) Placement

[Conditions](#)

3.1. The Principal will determine the child's placement based on the:

- a) last report cards / summative evaluation;
- b) best interest of the child;
- c) results of the basic skills test, when administered.

[From outside the province](#)

3.2. The student coming from outside the province of Quebec will be placed according to the MEES equivalences as they pertain to other provinces or jurisdictions.

For secondary students (last cycle), the parents must be informed at the time of registration that their child must satisfy the MEES requisites (courses and credits) in order to graduate. Therefore, a student **may** have to complete an extra year in order to fulfill diploma requirements.

[From another language sector](#)

3.3. All language sector transfers are subject to the School Board Policies on Language of Instruction and to the Provincial and Federal laws on Official Languages. Language sector transfers requested by the parents must be in writing and signed by the parents.

A transfer from another language sector cannot be done more than once during the course of elementary and secondary schooling, unless based on recommendations from specialists such as Learning Associates or Cree School Board psychologists.

[Basic skills](#)

A basic skills test must be administered in all cases of language sector transfers.

[When sectors, levels, subjects or services are not offered](#)

3.4. Credits transfers are determined by the MEES. Where the MEES does not sanction transfer of credits or credit equivalences, student will not receive credit or evaluation.

Students arriving from other schools or provinces will be placed in the appropriate level that best suits their needs, when the level they were in is not available.

Students benefiting from specialized programs or services (i.e. Individualized Path of Learning (IPL), special education, etc.) from their previous school will only be offered these services when available in the school **to which** they transfer.

4) Assessment

[Basic skills test](#)

4.1. A basic skills test can be administered in any situation when deemed necessary by the Principal.

[Learning disabilities](#)

4.2. In the case of a student with an identified learning disability, the teacher in special education will assess the student and recommend to the Principal the level in which the student should be placed.

5) Application of this Policy

[Previous provisions](#)

5.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

[Official version](#)

5.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

5.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

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The Director of School Operations is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Annex A



Proxy
for Parental Authorization

This document must be signed by the parent(s) who wish another person to act on their behalf regarding decisions or actions to be taken related to the Cree School Board and their child.

I, _____, give the authority to:
Name of the parent(s) / printed

_____, _____,
Name of the person / printed *location*

to take any decision on my behalf with respect to the Cree School Board rules and obligation for my child:

_____, _____,
Name of the child / printed *date of birth*

This authorization begins on _____ and will end with a notification

sent by me to the School Principal of _____,
name of the school to be attended

Signature of the parent(s): _____ Date: _____

Signature of the Principal: _____ Date: _____