

Portage Collegiate Institute -STUDENT INTAKE PROCEDURE

Students will not attend classes until this procedure is completed.

Day 1 Student and parent/guardian are given a registration package. Students who are not 18 years of age must register with a parent or guardian.

The package includes:

- Student Intake Procedure Information Sheet
- Divisional Student Registration Form
- Divisional Medical Information Form
- PCI - Student History Form

An appointment will be made to meet with a counsellor on Day 2 or 3. If a counsellor is unavailable, s/he will contact the student at home as soon as s/he is able.

All registration information including all medical numbers and health information **must** be on file before student can begin classes.

The following steps must be completed before a student can begin attending PCI:

1. Using the information provided on the forms, the counsellor contacts the previous school and speaks to a professional staff member who has worked with the student at the previous school.
2. The counsellor or registration secretary will request a transcript to be faxed to PCI.
3. Counsellor contacts any other agencies who have been involved with the student (i.e. CFS, Community Mental Health, etc).

Day 2 or 3 Depending on the counsellor's ability to contact the appropriate individuals, a meeting with the parent and student will be arranged, that is convenient for all parties.

Day 3 or 4 If it is deemed necessary, academic testing on the student is completed by the Resource Department.

Day 3 – 5 Student, under the guidance of the counselor, makes course selections. A timetable is issued. N.B. Student fee is paid to the school (Prorated after Sept 30).

Day 2-6 Student begins classes.

N.B. If the student is eligible for support from the province through the funding of an Educational Assistant, the student will not start classes until an EA can be hired and begin work. This process takes approximately two weeks.