NEW LEARNER PROTOCOL

<table>
<tr>
<td rowspan="4">Registration Office
School Receptionist</td>
<td colspan="3">
Registration Office emails School Receptionist to inform them of a new student.
School Receptionist requests Cumulative File from previous school.
School Receptionist emails:

MTSS Facilitator and Counselor (and SEBLR/EBLR if needed) to inform them of a new student enrolling.

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<tr>
<td colspan="3">
Student needs to begin school within two days of the school's notification of them enrolling or moving to boundaries.
    If no Cumulative File is given- place in core until Facilitator can screen.
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<tr>
<td>If the school <u>has received</u> a Cumulative File</td>
<td>If the school <u>has not</u> received a Cumulative File</td>
<td>If the student is transferring <u>in district</u></td>
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<tr>
<td>
✓ School Receptionist emails Cumulative File to Facilitator.
✓ Facilitator decides if screening is necessary:

<i>English & Math grades are:</i>
✓ <i>A, B, C, D – core</i>
✓ <i>4, 3, 2 – core</i>
Schedule a time with <u>School Counselor</u> to meet with student for 'New Student Interview'

<i>-OR-</i>

<i>English & Math grades are:</i>
✓ <i>F</i>
✓ <i>1, IE</i>
Schedule a time with Facilitator to meet with student for 'New Student Interview' and Screening
</td>
<td>
Schedule the student based on core course needs for their grade level.

Schedule a time with Facilitator to meet with student for New Student Interview and Screen new student
</td>
<td>
Facilitators communicate on transferring students.

Schedule a time with <u>School Counselor</u> to meet with student for 'New Student Interview'
</td>
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The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.