



TURTLE MOUNTAIN SCHOOL DIVISION
EAL INITIAL RECEPTION INTAKE
Checklist: Registration, Initial Reception/Interview, Orientation

Student's Name: _____
(surname) (given) (middle)

1. Obtain Family and previous school documents and make copies.
 - a. Passport - copy information page and immigration permit/Visa page. Note the CIMS Number
 - b. Manitoba Health Card and document(s) ascertaining their residence
 - c. Prior school records e.g. report cards, transcripts
2. Assist family to complete the school registration form, with interpreter assistance if needed. Help them fill out other documents/forms required (for example computer use, media release, URIS, field trips, lunch hour, etc.).
3. Make an appointment for the family to meet with a school representative (perhaps with an interpreter) for an initial interview. You may want to provide written confirmation of this meeting (date of interview, time, location, and who the meeting is with) to parents. Interpreter name and contact information may put families at ease. Complete the *EAL Initial Reception Information Template Form* during this interview.
4. After the interview, provide the following information to families in a comprehensible way:
 - A tour of the school, basic information about school/community
 - Structure of school day and the school year (long weekends, PD days, Winter/Spring/Summer breaks)
 - What does lunch break look like (location/procedures)? What are expectations for lunch?
 - What and when is recess? What do students do at recess?
 - Names of Principal/Vice-Principal, EAL/Resource teacher, Classroom teacher(s), etc.
 - Telephone numbers/contact information of school, relevant community organization(s), interpreter services, etc.
 - Description of support services available from the school and the Division
 - Important school norms and rules (such as the Code of Conduct, dress code, school safety, playground rules, etc), emergency procedures and drills
 - Ensure student knows how to get home safely, meet family members, or take the bus at the end of the day
 - Description of Manitoba school system
 - Information about roles and responsibilities of parents
5. Introduce the EAL student(s) to the following. If possible, please provide a student buddy for social and language support.
 - Location of the classroom, Office, Resource Room, and places students need to go in the school (gym, art room, music room, Office, etc.)
 - Location of washrooms (by gender), how to ask to go to the washroom - Note: New EAL student(s) may need to be assisted in finding the various locations around the school several times until they are more familiar with their surroundings. The EAL students may need to be taught how to operate a toilet, faucets (especially the hot water feature), hand dryer, water fountain, etc.
 - School supplies and clothing for Phys. Ed.
 - Timetable, 4-day cycle
 - What class change looks like
 - Where to go if they are lost or feel uneasy or overwhelmed
 - Names of a few adults (library staff, EAs, custodian) and students may be helpful to the new student
 - Location of sibling's classroom(s)
 - Opening and closing/locking lockers
 - School routines (O'Canada, morning announcements, etc.) and expectations about absences, lates, behaviour
 - Getting to and from school – meeting family, bus, walking, location of phone, safety procedures
 - Winter clothing and weather precautions
6. On the first day of school:
 - Resource teacher, classroom teacher, Administration, an EA, or a support worker meets student and/or family at a pre-arranged time and place.
 - Tell the family where and when to pick the student up and then say farewell.
 - Walk the student to class; reintroduce them to the teacher and to a student buddy.
 - Check-in with the student during the day to see how they are doing.