

# Toronto District School Board

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Operational Procedure PR512 (Revised)

Title: **KINDERGARTEN TO GRADE 2 – NEW STUDENT REGISTRATION:  
DEVELOPMENTAL HISTORY FORM**

Issued: May 2003

Revised: November 21, 2005

Reviewed: April 2012, May 16, 2014

**June 17, 2014**

Authorization: Administrative Council

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## **1.0 OBJECTIVE**

As part of the registration process, for students entering school for the first time from Kindergarten to Grade 2, the Developmental History Form will be used to gather information about students' pre-school development, background and health history for the purpose of supporting program planning when students first enter school up to and including Grade 2.

## **2.0 DEFINITION**

*Developmental History Form:* A questionnaire used to gather information provided by parents/guardians about students' pre-school development, background and health history for the purpose of supporting program planning.

## **3.0 RESPONSIBILITY**

Associate Director

## **4.0 PROCEDURES**

- 4.1. The Principal/Designate shall provide the Developmental History Form (512A) to parents/guardians of all students new to the Toronto District School Board from Junior Kindergarten to Grade 2 inclusive to complete as part of the registration process. This form will be included in the Kindergarten Registration Package.
- 4.2. The Principal/Designate shall take all reasonable steps to ensure the information elicited by the Developmental History Form is collected.
- 4.3. The Principal/Designate shall explain the purpose of the Developmental History Form to the parents/guardians at the time of registration using the Developmental History Form Q & A for Parents/Guardians.
- 4.4. The Principal/Designate shall provide assistance to parents/guardians, as needed, with the completion of the Developmental History Form.
- 4.5. The Principal/Designate shall ensure that school staff review the information provided by the parents/guardians in the Developmental History Form and use it to address the learning needs of the student.
- 4.6. The Developmental History Form will be stored in the OSR.

## **5.0 APPENDICES**

Appendix A: Developmental History Form Q & A for Parents/Guardians

## **6.0 RELATED DOCUMENTS**

Form 512A, Parents/Guardians Letter and Developmental History Form - English  
Form 512B, Parents/Guardians Letter – Arabic  
Form 512C, Parents/Guardians Letter – Bengali  
Form 512D, Parents/Guardians Letter – Chinese  
Form 512E, Parents/Guardians Letter – Dari  
Form 512F, Parents/Guardians Letter – Farsi  
Form 512G, Parents/Guardians Letter – Greek  
Form 512H, Parents/Guardians Letter – Gujarati  
Form 512I, Parents/Guardians Letter – Hindi  
Form 512J, Parents/Guardians Letter –Hungarian  
Form 512K, Parents/Guardians Letter – Korean  
Form 512L, Parents/Guardians Letter – Ojibway  
Form 512M, Parents/Guardians Letter – Portuguese  
Form 512N, Parents/Guardians Letter – Punjabi  
Form 512O, Parents/Guardians Letter – Romanian  
Form 512P, Parents/Guardians Letter – Russian  
Form 512Q, Parents/Guardians Letter – Somali  
Form 512R, Parents/Guardians Letter – Spanish  
Form 512S, Parents/Guardians Letter – Tagalog  
Form 512T, Parents/Guardians Letter – Tamil  
Form 512U, Parents/Guardians Letter – Urdu  
Form 512V, Parents/Guardians Letter – Vietnamese

## **7.0 REFERENCE DOCUMENTS**

*Ministry of Education, Policy/ Program Memorandum No. 11 – Early and Ongoing Identification*

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