

Toronto District School Board

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

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

Toronto District School Board
Developmental History Form
Q & A for Parents/Guardians

Q. What is a Developmental History Form?

- A. The Developmental History Form is a questionnaire provided to parents/guardians when they register their child for Kindergarten up to Grade 2 at a Toronto District School Board school for the first time.

Q. Why is it important that I fill out the Developmental History Form?

- A. The completion of the questionnaire will provide the school with important information about your child's pre-school development, family background and health history. This information will be part of the teacher's ongoing program planning to support your child.

Q. How do I get help to fill out the Developmental History Form?

- A. If you require assistance in completing the questionnaire, please speak with the school Principal who will provide you with the support(s) you need, for example, an interpreter.

Q. Who will see the information provided in the Developmental History Form?

- A. The Principal/Vice-Principal and your child's teacher(s) will have access to the information provided in the Developmental History Form. This will enable teachers to better know and understand your child so that they can plan for their learning as they enter school.

Q. Will I have an opportunity to discuss the information I have provided on the Developmental History Form with my child's teacher?

- A. Yes, the school will make arrangements for a time to visit and meet your child's teacher and to discuss the information in this form.

Q. Where will the Developmental History Form be kept?

- A. The form will be filed in your child's OSR and reviewed by school staff working with your child.

Q. If I have concerns about my child entering school who do I speak with?

- A. The Principal of the school will be able to provide you with information about your child entering school. Please contact the school to make an appointment to speak with the Principal about your concerns.

Q. Can I decline to complete the Developmental History Form?

- A. While you may decline to complete the Developmental History Form, we highly encourage you to support our efforts in collecting this valuable information that will help us get to know and understand your child as he/she enters school.