

# Toronto District School Board

Operational Procedure PR512

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

Adopted: May 2003  
Effectuated: May 2003  
Revised: November 21, 2005; **March 7, 2023**  
Reviewed: November 21, 2005; April 2012; May 16, 2014; June 17, 2014; **March 7, 2023**  
Authorization: Executive Council

## 1. RATIONALE

The Kindergarten to Grade 2 – New Student Registration: Developmental History Form Procedure (the “Procedure”) supports the implementation of the Early Learning and Care Policy (P022) and aligns with the Kindergarten Registration Procedure (PR696). This Procedure supports the Board’s commitment to the Truth and Reconciliation Commission of Canada: Calls to Actions and the United Nations Declaration on the Rights of Indigenous Peoples as a framework for reconciliation.

Educators believe that families know their children best. Families are experts on their children and they are the first and most powerful influence on children’s learning, development, health, and well-being. With this belief in mind, educators strive to create trusting and responsive relationships with families in order to learn more about each child and best support their learning as they enter school.

## 2. OBJECTIVE

- To gather information (e.g., strengths, needs, interests, etc.) about students entering school for the first time, in order to provide meaningful and engaging learning experiences for each child; and
- To ensure that children experience a positive transition to school.

## 3. DEFINITIONS

*Board* is the Toronto District School Board, which is also referred to as the “TDSB”.

*Developmental History Form* is a questionnaire used to gather information provided by parents/guardians about their child for the purpose of supporting program planning.

*Families* refers to the parents/guardians and other trusted adults who care for a child outside of school.

*Parents/Guardians* includes parent, guardian or any other caregiver legally recognized as acting in place of the parent.

*TDSB* is the Toronto District School Board, which is also referred to as the “Board”.

#### **4. RESPONSIBILITY**

Associate Director, Learning Transformation and Equity

#### **5. APPLICATION AND SCOPE**

This Procedure applies to all TDSB staff, students, parents/guardians and community members.

#### **6. PROCEDURE**

- 6.1.** The Principal/Designate will provide the Developmental History Form (512A) to parents/guardians of all students new to the TDSB (from Junior Kindergarten to Grade 2) to complete as part of the registration process. This form will be included in the Kindergarten Registration Package.
- 6.2.** The Principal/Designate will take all reasonable steps to ensure the information elicited by the Developmental History Form is collected and securely stored.
- 6.3.** The Principal/Designate will explain the purpose of the Developmental History Form, including who can access the information and how it will be stored, to the parents/guardians at the time of registration using the Developmental History Form Q & A for Parents/Guardians (Appendix A).
- 6.4.** The Principal/Designate will provide assistance to parents/guardians, as needed, with the completion of the Developmental History Form.
- 6.5.** The Principal/Designate may engage the school’s community (i.e., Community Support Workers, Settlement Workers) in supporting families and caregivers who may require or prefer to orally receive and communicate this information.
- 6.6.** The Principal/Designate will ensure that school staff review the information provided by the parents/guardians in the Developmental History Form and use it to plan for learning and create welcoming and supportive learning environments where children feel a sense of belonging and care.
- 6.7.** The Developmental History Form will be stored in the Ontario Student Record (OSR).

## **7. EVALUATION**

This Procedure will be reviewed as required, but at a minimum every four (4) years.

## **8. APPENDICES**

- Appendix A: Developmental History Form Q & A for Parents/Guardians
- Appendix B: Form 512A –Developmental History Form (DHF)/Letter

## **9. REFERENCE DOCUMENTS**

### Policies

- Early Learning and Care (P022)

### Procedures

- Kindergarten Registration (PR696)

### Other Documents:

- Form 512B, DHF/Letter – Arabic
- Form 512C, DHF/Letter – Bengali
- Form 512D, DHF/Letter – Traditional Chinese
- Form 512Di, DHF/Letter – Chinese Simplified
- Form 512E, DHF/Letter – Dari
- Form 512F, DHF/Letter – Farsi
- Form 512G, DHF/Letter – Greek
- Form 512H, DHF/Letter – Gujarati
- Form 512I, DHF/Letter – Hindi
- Form 512J, DHF/Letter – Hungarian
- Form 512K, DHF/Letter – Korean
- Form 512L, DHF/Letter – Ojibway
- Form 512M, DHF/Letter – Portuguese
- Form 512N, DHF/Letter – Punjabi
- Form 512O, DHF/Letter – Romanian
- Form 512P, DHF/Letter – Russian
- Form 512Q, DHF/Letter – Somali
- Form 512R, DHF/Letter – Spanish
- Form 512S, DHF/Letter – Tagalog
- Form 512T, DHF/Letter – Tamil
- Form 512U, DHF/Letter – Urdu
- Form 512V, DHF/Letter – Vietnamese
- Form 512W, DHF/Letter – French
- Ministry of Education, PPM 11 – Early Identification of Children’s Learning Needs

## Developmental History Form Q & A for Parents/Guardians

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**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 TDSB 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 so that schools and classroom educators can support your child's transition to school and plan for their learning at school.

**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. Families/guardians may choose not to complete the Developmental History Form; however, we encourage you to connect with the classroom educator(s) to share information about your child that will help us get to know them as they enter school.

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*On school letterhead*

**Date:**

**Dear Parent/Guardian,**

**RE: Developmental History Form**

The Toronto District School (“**TDSB**”) Developmental History Form (the “Developmental History Form”) is completed for every student who enters school for the first time in the TDSB from Kindergarten to Grade 2. This is a key part of the TDSB’s registration process. The information will be stored in your child’s Ontario School Record (OSR) and accessed by their teacher(s) and principal/vice-principal. The Developmental History Form is one way that that the TDSB gathers information from families to better serve their child/student. It is also understood that continuous conversations will occur throughout the school year between families, educators and the school at large.

In the Early Years, we believe that families are the first and most powerful influence on children’s learning, development, health, and well-being. We also believe that families are experts on their children and in their needs and capacity to support their children, which is why we invite you to share important information about your child’s strengths, interests, needs and how we can best support them as they transition to school. TDSB educators and staff will use this information to design responsive teaching and learning experiences that honour your child’s strengths and interests, and to support their learning at school.

Please let your school principal know if you would like to connect with a member of the school staff who can work with you to complete the Developmental History Form. Your child’s teacher will arrange a time to meet with you to gain a deeper understanding of the information that you have shared. We recognize the importance of families being active partners throughout the student’s learning process. We strive to develop strong collaborative partnerships with you. We will appreciate any information you can share to help guide the direction of how educators can best serve your child.

Parents/guardians may choose not to complete the Developmental History Form or may choose specific questions to respond to. Should you have any questions around the completion of the Developmental History Form, we invite you to contact your school principal.

Thank you for your partnership, and we look forward to working together to create a positive school experience for your child.

Principal,

Signature

- 
- I/we decline to complete the Developmental History Form
  - I/we have completed the Developmental History Form

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





## DEVELOPMENTAL HISTORY FORM

Student's Full Name: \_\_\_\_\_  
(first) (middle) (last)

Date of Birth: \_\_\_\_\_  
(month/day/year)

Language(s) Spoken at Home: \_\_\_\_\_

1. What are your child's strengths?

2. Are there particular areas that you would like us to pay special attention to? If so, please share details below.

3. What are the most important things you would like us to know about your child?

4. What are the most important things your child would like us to know about them?

5. What is your child most looking forward to when thinking about coming to school?
  
  
  
  
  
  
  
  
  
  
6. What interests does your child have? What brings them joy?
  
  
  
  
  
  
  
  
  
  
7. Does your child have any worries that you would like to share with us?
  
  
  
  
  
  
  
  
  
  
8. What helps calm your child when they feel upset?
  
  
  
  
  
  
  
  
  
  
9. Have there been any significant changes in your child's life that you would like us to know? If so, please describe below:
  
  
  
  
  
  
  
  
  
  
10. Is there anything else that you would like to share with us?

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Form Completed by: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
(Please print name)

**Declaration:**

To the best of my knowledge and belief, I declare that all information and particulars given in this form are true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian) (month/day/year)

Personal information on this form is collected under the authority of sections 58.5(1), 169.1-173 of the *Education Act*, R.S.O. 1990, c.E.2 (the "*Education Act*"), Ontario Regulation 221/11 (Extended Day and Third Party Programs) and Regulation 298: Operation of Schools – General under the *Education Act* and will be used by Toronto District School Board ("TDSB") for school registrations and administrative purposes, to establish and maintain Ontario student records and to support the implementation of and provide before and after school programs, TDSB EarlyON child and family programs and kindergarten. The information is retained in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56 and will only be disclosed to authorized TDSB and school staff in order to administer the above purposes. Questions regarding this collection should be directed to your local principal.

***Thank you for taking the time to complete the Developmental History Form. For more information on TDSB Early Years, please visit <https://www.tdsb.on.ca/EarlyYears>.***