

## Transfer/Promotion/Placement of a Student with Risk of Injury Behaviours to Self and/or Others

1. Principal of the Sending and Receiving School must become familiar with PR 699 and other relevant TDSB policies and procedures, documentation, legislation and issues of confidentiality related to the student.
2. Consult with parents/guardians/caregivers of the student through the transfer/promotion/ placement process.
3. When transferring/promoting or placing a student with a risk of injury to self and/or others to which the student is being sent, it is crucial that the principal of the sending school alert the principal of the receiving school *before* the student arrives at the new school. Additionally, the OSR, along with recent ABC logs, safety plans, and/or IEP, should also be couriered to the receiving school's principal *prior* to the student's arrival.
4. When a parent/guardian/caregiver requests that a student be demitted from a school with an Intensive Support Program that meets the special education needs of the student, and seeks to enroll the student in a school without such a program, the student shall not be permitted to attend the receiving school until that school has received the OSR.
5. In all cases, the principal of the receiving school shall ensure that staff who may be in contact with the student are appropriately informed of the risk of injury and involved in the revision/development of the safety plan of the transferred student.
6. In all cases, the parents/guardians/caregivers of the student shall be advised of the protocol.