

# *Parkside Secondary School:*

*Lakelse High School & The Teen Learning Centre*

3824 Eby Street  
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Principal: Jane Arbuckle

## Intake Process for Parkside Students

- Parents and students complete the application paperwork to Parkside Secondary
- Administrator conducts a tour/interview with the student and parents describing the school's policies, programs and expectations
- Administrator contacts previous school to conduct background inquiry about the student
- Application paperwork is sent to the School Board Office c/o Julia Nieckarz (Director of Learner Support)
- School secretary conducts transcript search for students in grades 10-12 to assess completed courses
- When student's application has been approved by Julia Nieckarz (Director of Learner Support) then the school secretary requests the student's file from the previous school
- Parkside principal reviews the student's file to determine best program
- The Parkside principal gives the homeroom teacher the student's file and a family meeting is scheduled by the homeroom teacher. At this initial meeting the homeroom teacher makes copies of documentation for residency / age according to school district policy. At the family meeting school policies and expectations are explained. Courses are selected by the student and family with consultation provided by the homeroom teacher. This course information is recorded on a course planning sheet and given to the administrator for final timetable approval. At the family orientation meeting information from the student and the parent is gathered by the homeroom teacher so an IEP / SLP can be created.