

Clerical Meeting

Friday, January 29, 2021

Agenda

- Welcome
- Integrate Tri-Cities with Zeenat
- Summer Learning
- Updates – Michael and Anita
- Documentation updates (work/study permits)
- Withdrawal Process
- Wellness

Integrate
Tri Cities

-Zeenat

THERE'S NO BETTER TIME THAN NOW TO POWER UP YOUR SKILLS!

We offer:

- FREE flexible in-person & online services that allows you to continue studying English
 - Transportation supports
- Community Engagement....and building new friendships

And so much more!

Visit CE43.com or contact Zeenat at IntegratTC@sd43.bc.ca for more information.

Limited space available for our upcoming cohorts:

Jan 12 (mornings), Jan 13 (evenings), and Jan 26 (afternoons)



Summer Learning



Summer Learning 2021

At this time it is uncertain what format and instructional delivery models will be in place for Summer Learning 2021 courses. Programming decisions, including instructional formats (e.g., online only, in-person only, hybrid) and course offerings will be made in the spring, pending direction from the Ministry of Education and School District 43.

Please check back here frequently for updates and info about Summer Learning 2021.

Looking back.... Summer 2020 featured a much different program line-up than usual:

SD43 Summer Learning enrolled 94 Secondary students in three-week online Remedial courses to earn a passing grade in a previously attempted course.

SD43 Summer Learning enrolled 167 Elementary and 52 Middle students were referred to a three-week Literacy/Numeracy program, featuring in-person attendance and small class sizes.

SD43 Summer Learning did not offer any high school credit courses. However, Coquitlam Open Learning provided 1700 Secondary students with online Fast Track full credit courses.

Thank you to all the teachers, EA's, clerical staff, caretakers, and administrators who worked so enthusiastically and creatively to make for a safe and successful learning experience for these 2000 students this past summer!

[Click here for Registration information](#)

Updates

- Vacation Reminders – Anita
 - Requests in by March 1st
 - Dates to avoid if possible: May 5, 7, 12, July
- CE Updates - Michael

Documentation Updates

- District requirements
- **Work Permit** valid for a year or more *and* **proof of lawful employment** (minimum 20 hours) per week shown on **3 current paystubs** *and* **passport**.
- **Study Permit** valid for a year or more *and* **Letter of Acceptance or transcript** showing enrolment in degree or diploma granting program at a public post-secondary institution or enrolment in degree granting program at a private post-secondary institution authorized by the BC Ministry of Advanced Education *and* **statement of tuition paid** *and* **program schedule** *and* **passport**
- Template emails and website have been updated
- Implied status – government confirmation of application (process begun before expiry) – update note to reflect implied status (do not remove expiry date until new status is confirmed)

Withdrawal Process

- Differs slightly by program area
- General overview today followed by specific training in your area
- Students will not be added to waitlist until they are ready to join a class
- Teachers will be updated early February

CLOC/COL 10-12**F2F HSC****FOUNDATIONS****LINC**

For all programs, the student will be asked to contact their teacher to withdraw from their class.

Teacher updates gradebook (active date if active, completion date, final mark)

Teacher updates gradebook (active date if active, may have final mark). Prints off work sample and removes them from TEAMS

Teacher updates gradebook with final mark or 40(W), updates attendance. Prints off work sample and removes them from TEAMS

Teacher updates gradebook with final level and removes them from TEAMS

Clerical runs weekly DL report and withdraws or cancels student.
To WD, search for class, edit, roster, withdraw, add notes.

Clerical runs weekly HSC report and withdraws or cancels student.
To WD, enter ID, current reg, Action, WD, add notes or access through roster.

Clerical runs WD report to compare to previous. To WD, enter ID, current reg, Action, WD, add notes or access through roster.

Clerical runs WD report to compare to previous. Initiate iCare, exit survey.
To WD, enter ID, current reg, Action, WD, add notes.

Replace withdrawn student with a waitlisted student before start of 4th class

Replace withdrawn student with a waitlisted student if before halfway point of class.

Replace withdrawn student with a waitlisted student.

Wellness

workhealthlife.com


- Morneau Shepell – our Employee and Family Assistance Program
- Access through phone, web or app; link on sharepoint
- Website has articles, podcasts, newsletters on various topics
- COVID-19 resources
- Access to short term counselling for specific issues
- Reach out if you need help


Home » health & well-being » Emotional Well-being


Emotional Well-being





Loneliness
(articles 5) 





Stress
(articles 51) 





Optimism
(articles 15) 





Grief
(articles 12) 





Crisis situations
(articles 8) 



LGBT
(articles 8) 




Self-esteem
(articles 10) 



General emotional well-being
(articles 45) 



Leisure/vacations
(articles 28) 

Let us help

Your EFAP provides immediate and confidential assistance for any work, health or life concern.

[Get started online ▶](#)

[Chat Now ▶](#)

[Email a counsellor ▶](#)

[Get the app ▶](#)

- AA Milne

