

The Ministry requires that Inclusion entries are made in MyEd to provide a record of services on a student's Permanent Record Card (PSR). Inclusions may be entered on an ongoing basis. They must be completed by June 30 of each school year.

**For Inclusions to print on the PSR Card the word "Inclusion" is now auto-populated in the Inclusion type field. It is no longer required to choose an Inclusion number.**

<p><b>ELL (AIP)</b></p>	<ul style="list-style-type: none"> <li>Elementary IST/ELL teachers enter these Inclusions through <b>School View</b> in MyEd</li> <li>Secondary ELL teachers enter ELL Inclusions in the <b>Staff View</b> of MyEd</li> <li>If you are an elementary ELL teacher who is not an IST you will have to collaborate with an IST teacher on site to enter these Inclusions</li> <li>Inclusion date is the date assigned or confirmed on the ELL caseload.</li> <li>Inclusion expiry date is entered when a student is exited from the ELL caseload. Students may be claimed under ELL for a maximum of 5 years.</li> <li>PSR Comment is Ministry mandated and must read: <b>AIP in student ELL File</b></li> </ul> <p>Elementary: Path: <b>School view &gt; Student (top tab) &gt; 68-ELL Program (filter) &gt; Default (field set) &gt; Transactions (side tab) &gt; Inclusions &gt; Options &gt; Add</b>            Secondary: Path: <b>Staff view &gt; Student (top tab) &gt; Students in My Classes (filter) &gt; Default (field set) &gt; Transactions (side tab) &gt; Inclusions &gt; Options &gt; Add</b></p>
<p><b>Individual Educational Plan (IEP)</b></p>	<ul style="list-style-type: none"> <li>Elementary and Secondary Case Managers enter these Inclusions through the <b>Staff View</b> in MyEd</li> <li>Inclusion start date is the date of designation, which is found in the student's Blue File</li> <li>There is no expiry date for an IEP Inclusion until the designation is removed, in which case, the expiry date is the same date as the eligibility removal form</li> <li>PSR Comment is Ministry mandated and must read: <b>IEP in student Designation File</b></li> </ul> <p>Elementary and Secondary: Path: <b>Student Services view &gt; Student (top tab) &gt; Transactions (side tab) &gt; Inclusions &gt; Options &gt; Add</b></p>
<p><b>Psycho Educational Assessment (PsychEd)</b></p>	<ul style="list-style-type: none"> <li>Elementary and Secondary Case Managers enter these Inclusions through their <b>Student Services view</b> in MyEd           <ul style="list-style-type: none"> <li>❖ (SBT Chair enters them for students without designations)</li> </ul> </li> <li>Inclusion start date is the completion date on the Psychoeducational Assessment (PsychEd)</li> <li>There is no expiry date required for a PsychEd</li> <li>PSR Comment is Ministry mandated.           <ul style="list-style-type: none"> <li>*If the PsychEd results in a student designation the comment must read: <b>PsychEd Assessment in the student Designation File</b></li> <li>*If the PsychEd does NOT result in a designation the comment must read: <b>PsychEd Assessment in Student File</b></li> </ul> </li> </ul> <p>Elementary and Secondary: Path: <b>Student Services view &gt; Student (top tab) &gt; Transactions (side tab) &gt; Inclusions &gt; Options &gt; Add</b></p>
<p><b>SLP/OT/PT Assessment</b></p>	<ul style="list-style-type: none"> <li>Elementary and Secondary Case Managers enter these Inclusions through their <b>Student Services view</b> in MyEd.           <ul style="list-style-type: none"> <li>❖ (SBT Chair enters them for students without designations)</li> </ul> </li> <li>Inclusion start date is the date on the assessment report</li> <li>There is no expiry date required for these Inclusions</li> <li>PSR Comment is Ministry mandated and must read:           <ul style="list-style-type: none"> <li>*If the Assessment(s) relates to a designated student the comment must read: <b>SLP/OT/PT (choose appropriate report) Assessment in the student Designation File</b></li> <li>*If the Assessment is NOT related to a designated student the comment must read: <b>SLP/OT/PT (choose appropriate report) Assessment in Student File</b></li> </ul> </li> </ul> <p>Elementary and Secondary: Path: <b>Student Services view &gt; Student (top tab) &gt; Transactions (side tab) &gt; Inclusions &gt; Options &gt; Add</b></p>


Pages Student Plan Log Global Staff Admin


Student List :: [redacted] :: New Student Event Tracking

Details Plans Contacts Attendance Conduct Academics Transcript Assessments Schedule Membership Transactions **Inclusions** ▶ Details


Options Reports Help

Add Cancel

Inclusion date \*   **1**

Expiry Date   **2**

Inclusion type Inclusion **3**

School year \*   **4**

PSR Comment  **5**

Save Cancel

**6**

1. Inclusion Start Date
2. Expiry Date
3. Auto-populated Inclusion
4. School Year
5. PSR Comment
6. SAVE