

Enrolling or managing school only to complete **Canterbury**
PLEASE FAX THIS FORM TO: MINISTRY OF EDUCATION
Attention: Vanessa Goodwin
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Alternative Education Verification Form 2011/12
THIS FORM NEEDS TO BE FAXED or emailed TO MOE WITHIN 3 DAYS OF
COMPLETION TO CONFIRM VERIFICATION FOR AE

Student Information

Surname:	First Names:	
Date of Birth:	Gender: M F	Ethnicity:
Most recent school attended:	Current Year Level:	Iwi:
Brief comments on situation: <i>E.g. currently suspended/excluded/nets etc</i>	Student contact #	Student NSD
Parent/caregiver:	Parent/caregiver contact #	Turns 16 on:
Student currently living at:		

Eligibility Criteria

Students **must be** over 13, and less than 16 years, enrolled in a secondary school and one or more of the following alienation criteria **must** apply for the student to be eligible for AE.

Important: Tick the criteria that refers to this student and complete page 2:

<input type="checkbox"/> Out of registered school for two terms or more <i>Confirm last date of attendance ___ / ___ / ___ Notification made to non enrolled truancy? Y / N</i>	<input type="checkbox"/> Case Conference A – absent for at least ½ of the last two terms (for reasons other than illness), interventions have been tried, but the absence has meant they are unable to succeed in other schooling provisions (school attendance summary print out must be attached)
<input type="checkbox"/> Excluded and enrolment refused by local schools <i>Please list schools excluding or refusing enrolment: Excluding school: Refusing schools:</i>	<input type="checkbox"/> Case Conference B – been suspended and risks further suspension <i>Date of current suspension ___ / ___ / ___ Reason for suspension:</i>
<input type="checkbox"/> Dropped out of Te Kura o te aho Pounamu (TCS) after enrolment as an At Risk Student <i>Dates of enrolment with TCS ___ / ___ / ___ to ___ / ___ / ___</i>	

School Plus Information (please complete all sections)

School the student is currently enrolled at or likely to be enrolled at: _____
 (cross out one)

Enrolling School/NETS/TCS/Ministry Declaration: I state that, to the best of my knowledge and belief, all the information on this form is correct at this time.

Name:	Position:
Phone: Fax:	Email:
Signed:	Date:

MINISTRY OF EDUCATION USE ONLY

Outcome: **Approved** Declined Further Information Required Date: ___ / ___ / ___ Database Updated: ___ / ___ / ___

SIGNED _____

PTO

SUPPORTING INFORMATION SHEET

Either attach the minutes of pre-AE Verification application meeting(s) **and/or** ensure the following is included:

- Those present, including their role/the agency they represent, at meeting(s) held prior to completing application for AE Verification
- SDS history
- NETs history
- Serious school incidents leading to suspension (and dates)
- School interventions (and dates)

With regard to attendance data attach a summary

Following the Ministry verification of eligibility for AE an AE Conference will be convened. Such meetings will be arranged by the applicant (AE School Contact person; NETS, Ministry and TCS personnel) and should involve the student, support personnel and the AE Manager.

For the benefit of all, but particularly the AE Provider, the AE School Contact person needs to bring the following to the AE Conference:

- An existing IEP*
- RTLB support statements*
- Learning attributes and needs analysis. For example, information*
- Achievements to date*
- Evidence of tagged funding*
- Summary of attendance record where not attached to verification application*
- Risk factors*