



I CAN Network Ltd.

School Mentoring Program - Student Registration Policy

Drafted By	Senior Management	Board Approval Date	21 October 2023
Responsible Person	Tiffany Mumford	Scheduled Review Date	21 October 2024

Purpose of this Policy

The purpose of this policy is to provide clarification regarding the minimum registration requirements for students participating in I CAN Network School Mentoring programs.

This policy applies to all I CAN Network School Mentoring Programs delivered face-to-face, or in the hybrid or remote format across all I CAN Network delivery regions.

This policy comes into effect once The School signs an I CAN School® Mentoring Program service agreement.

Student Registrations and Minimum participation requirement

In order for an I CAN Network School Mentoring program to commence, we require registration information to be completed for all students who will be attending the program (**NOTE: the minimum number of registered students required for an I CAN Network School Mentoring program to begin is five**).

Responsibilities of I CAN

It is the responsibility of I CAN to provide The School with the registration link for parents/ carers to complete within a reasonable time frame (prior to the commencement of the I CAN Program) for The School to forward onto parents/ carers of students who have been selected by The School for the I CAN Program.

I CAN expect the parent/ carer of the student/s to complete the registration form for each student, as completion of full registration details supports us with understanding students' interests, concerns, and challenges, and assists us to deliver a quality program with great outcomes for each student.

It is also the responsibility of I CAN to email a list of registered students to The School and remind The School to resend the link to families who are not registered.

Responsibilities of The School

It is the responsibility of The School to ensure every parent/ carer who has a student invited to join the I CAN program receives the registration link provided by I CAN Network, with a request for them to complete the linked online form.

It is the responsibility of The School to make all reasonable efforts to obtain registrations for all students who will be attending an I CAN School® program. If a parent/ carer faces challenges that impact their ability to register their student online, it is the responsibility of The School to make reasonable efforts to assist the parent/ carer in completing the online form.



Should students whose parents/ carers have been informed of the program (and consented to their participation verbally or via email) but have not completed the online registration form by the commencement of the program, I CAN then requires The School to provide the following information to I CAN (via email) for each student:

- Full name
- School
- Date of Birth
- Current school grade

I CAN Network requires this data for measuring the program's impact, and reporting to various stakeholders in education such as the Victorian Department of Education as part of the Victorian Autism Education Strategy and the Victorian Autism Plan.

Note: The Victorian Department of Education has communicated that their preference is for parents/ carers to provide informed consent for Supervising School Staff to provide the above details of Full Name, School, Date of Birth and School to I CAN on the parent/ carer's behalf.

Should you have any questions or concerns regarding student registration please speak with your I CAN Network contact.