

School Leavers Program

School Leavers & Local Area Coordinators

The [School Leavers Program](#) connects students with a community-based planner called a Local Area Coordinator (LAC) who will work with them, their parent(s)/guardian(s), their Student Planning Team, and the community to create a Transition Plan for adulthood.

LACs will work with students and their families to explore options for their future beyond school, making connections with local programs, community resources and opportunities that meet the student's interests and transition goals.

LACs will meet with the School Leaver and their parent(s)/guardian(s); LACs may also attend Student Planning Team meeting(s), if requested by the student and/or their parents/guardians. Together they will develop the School Leaver Transition Plan that will serve as a bridge between the public school and adult life.

Meetings between the LAC and the School Leaver and parent(s)/guardian(s) may fall during the school day. LACs should work with the student and the students' school to pre-schedule times and space in schools to ensure a positive and seamless experience.



Key Considerations:

- Meeting space is very limited in schools and sometimes meeting space will not be available.
- Administrators and teachers are responsible for students during the school day, so they need to be aware when and where a student is working with their LAC. LACs can work with School Administration to ensure absences are recorded properly. Reminder that LACs must sign in at the office upon arrival and sign out when leaving.
- Pre-planning and scheduling meeting dates/times and space help to ensure that these can be built into the student and school schedule.

- Determining potential meeting times and locations is something that an LAC, the School Leaver, and their parent(s)/guardian(s) will work on together. As noted, some meetings may fall during the school day, but options should be considered to minimize missed class time. Additional times to consider could be non-instructional times such as over the lunch hour, after school, or during non-school days – for example, all schools have staff professional development days, March Break, and additional non-instructional days that School Leavers might be available to work with their LAC.
- If LACs are experiencing difficulties scheduling times in schools, they should contact their Team Lead for support.
- As some School Leavers may require health/personal care or behaviour/safety supports, LACs can plan with parents how to support the student during meeting times.
- Important information related to confidentiality and information sharing has been shared with LACs; all LACs have had both child abuse registry and vulnerable sector checks in place.
- If LACs are working with School Leavers in school, refer to *School Leavers Program – Consent for Information Sharing*. A signed copy of the form should be retained by the school and by the LAC.

Before their first individual meeting with students in schools, LACs should:

- ✓ review RCE/CSAP websites for 2025-2026 school calendars to inform planning meetings
- ✓ make a plan on how LACs and School Leavers and parents/guardians will advise if one or the other are unable to make a pre-scheduled meeting time
- ✓ familiarise themselves with school procedures, such as fire and lock-down drills, how to register with the office on scheduled meeting dates, visitor name tags expectations, parking, etc.
- ✓ identify who should be advised if the LAC has any incident or safety concerns to report
- ✓ if meeting with a School Leaver after school, work with parent(s)/guardian(s) to confirm alternate transportation plans