



B1.3 APPLICATION AND INTAKE

Students often do not have a lot of choices by the time they arrive at Take A Hike. Despite this, there is an extended application and interview process because the students need to invest in coming to the program to be successful. The application process is an effort to create “buy in”. It is also an opportunity for staff to explain the program and clearly outline behavior expectations.

INTAKE STEPS FOR NEW STUDENT REFERRALS

- **Intake package**
 - Referral Form
 - Application form ([available on-line](#))
 - Copy of last report card (directly from last school attended)
 - Probation Student Registration Form (if applicable)
 - Medical Form
- **Intake interview with student.** (Teacher, Therapist and/or Youth Worker)
 - Review of the intake package documents
 - Orientation to the program
- Obtain information from previous school or agencies (student file, current IEP, safety concerns)
- **Parent Teacher Meeting** (Teacher, Therapist and/or Youth Worker)
- Signed Consent form – parents, students
- File review (Teacher, Therapist, Youth Worker)
- IEP preparation and meeting
- IEP Meeting – (Teacher, Therapist and / or Youth Worker, student and parent)