

INSTRUCTIONS FOR SCHOOLS ON HOW TO USE THIS FORM
MY PORTRAIT – UNIVERSAL – PARENTS

To be completed by parents for them to present to you their child

Hello,

The *My Portrait - Universal - Parents* tool was developed in 2021-2022 as part of the regional harmonization of inter-institutional information-sharing practices about children entering kindergarten.

You can now use the document tools that allow parents to introduce their child to the school team.

All the tools developed as part of the *Monteregian My Portrait initiative* are available HERE.

To ensure the validity of the My Portrait process and respect the work done by the participating intersectoral partners, the tools that were developed must be used appropriately. Certain instructions must therefore be respected.

Changes to this form, adding or removing questions, are NOT permitted, except as follows:

- On the FORMS version, the school may, if it chooses, change the image of the three children at the top of the form and left of the title, and replace it with its SCHOOL LOGO.
- The school may remove questions from the GENERAL CHILD INFORMATION section if they have ALREADY been asked of parents (e.g., at intake) and the school feels it is not appropriate to ask them again to have all the answers in one place.

Please note that:

- Each of the tools provided *(MY PORTRAIT - Universal - Parents*, *MY PORTRAIT - Universal - Partners*, *MY PORTRAIT - Specific Needs*), as well as the procedures recommended in the user's guide, **are the result of a rigorous process carried out by a regional intersectoral working group (GTR-TS) composed of stakeholders involved in the first school transition throughout the Montérégie;**
- Each of the questions present (or absent) in this form was subjected to an in-depth analysis, based on promising practices and the regional vision developed in the Montérégie to encourage a harmonious first school transition.
  To learn more, consult the *Guide de la démarche d'harmonisation des pratiques de partage d'information entre les milieux* (in French).
- All the tools developed by the steering committee, based on the GTR-TS analysis, were also **the subject of a consultation involving some one hundred intersectoral stakeholders in the Montérégie concerned with the first school transition, and of a trial use**.



Several tools developed around the Montérégie and elsewhere in Québec were used as inspiration for the creation of region-wide tools. In particular, the Me VOICI tool developed by the CSS du Val-des-Cerfs and the child presentation form developed by the COP des agentes de développement pour la première transition scolaire des CSS de la Montérégie served as the basis for the creation of this Montérégie version of the MY PORTRAIT - Universal - Parents tool. The MON PORTRAIT process and tools were developed as part of the regional project, in addition to the Cadre de référence montérégien pour soutenir une première transition scolaire harmonieuse.

Images-sources : Lisitsa – Depositphotos. Last update : September 2026.

OPÉRATION COLIBRI

COOPÉRATIVE RÉGIONALE DE DÉVELOPPEMENT PROFESSIONNEL

Québec

To use the *MY PORTRAIT - Universal - Parents* form :

- Each year, around the time of registration, the form will be updated. You are therefore encouraged to print new copies of the original form each year to ensure that you are using the latest version available.
- You may use the form as is or make any **authorized changes**. **Don't forget to remove the link that allowed you to open this document with the instructions**.
- Email the sharing link to parents of children who will be starting kindergarten. This tool was developed with a universal focus, meaning that **it is recommended for use with all children**, not just certain children with special needs.
- You can personalize your email to parents as you see fit. We recommend that you include contact information for the school or CSS, depending on your organization, so parents can contact someone who can offer assistance in completing the form, if needed.
- We **recommend this form be sent to parents between the school admission process ans spring 4-6 weeks prior to the school visit**, which usually takes place in the spring (it can even be included with the invitation to the visit). This will allow you time to **receive the answers and read them BEFORE the family visit, so that this information can help you in forming your groups**. Sending out a reminder a few days before the announced deadline may be appropriate.
- For parents who have not completed the online form beforehand, we recommend you have some hard copies available at the intake visit, as well as someone to assist the parents in completing the form if needed.
- If a family has not completed the online form and does not show up for the intake visit, it is strongly recommended that you follow up with them and, if needed, with a partner that already knows the family.
- It is also recommended that the parents be contacted if they have indicated on the form:
    - That their child has a diagnosis or is awaiting diagnosis and/or is receiving or awaiting specialized or specific services ;
    - That they have concerns or worries about their child's entry into school ;
    - That the language spoken at home is not English.
- If needed, here is a (French-language) video that shows how to view the answers submitted online and print them efficiently: https://youtu.be/f8u98ULpsxk

IMPORTANT: An interactive PDF version of this form may also be available for schools that prefer to collect information on paper.

Full recommendations on how to use this form in conjunction with the other tools developed as part of the *MON PORTRAIT initiative* are presented in the *User's Guide - My Portrait - Montérégie*.
Updates to the usage instructions may be added here. **We recommend that you check this document before proceeding to use the form.**

This tool will be subject to a continuous improvement process, overseen by a regional steering committee that is responsible for taking into account comments and suggestions and making the necessary modifications.

If you have any suggestions for changes, you can send them to the development officer for the first school transition at your school board or service centre so that they can be forwarded to the *MY PORTRAIT - Montérégie* steering committee.

We hope you enjoy this tool that will help you get to know the children entering preschool education!
By using this form, you are helping achieve the objectives of the harmonization process and making it a success!
Thank you!



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