

Student Services Referrals

Prior to making a referral, the specific situation is discussed informally with the appropriate clinician. If there is uncertainty as to who is the appropriate clinician, the Student Services Coordinator decides which clinician(s) will be involved.

- 1) Referrals for clinical services should be done jointly by the classroom teacher, resource teacher and/or the principal. The process is to involve collaboration and can be initiated by any of the three.
- 2) Referrals can be initiated by parents and processed through the school in the usual manner.
- 3) Students may initiate the process by requesting to meet with a clinician as a self-referral.
 - a) Collegiate students (Gr 9-12) may see the Social Work Clinician up to 2 times without parental consent. *Clinician Meeting to discuss
 - b) Parental approval is required in other situations prior to contact. Verbal approval is sufficient to initiate a contact. Subsequently, the referral form must be approved and the completed form shall be kept on file by the school Resource Teacher.
- 4) Referral forms include all pertinent information, and shall be signed by the parent/guardian, resource teacher, principal, and student services coordinator.
- 5) The resource teacher will begin the referral process and forward the completed original referral form to the Student Services Coordinator.

The Student Services Coordinator will review the referral, sign the form, and forward the original copy to the appropriate clinician and a copy will be returned to the resource teacher.

Assessment and Reporting

1. Following the assessment, the clinician will record results and make recommendations regarding appropriate programming to the resource team.
2. Copies of the assessment reports go to the clinical file, pupil support file, and parents/guardians. In certain cases where other professionals such as doctors or outside agencies are involved, copies are also supplied to them under written parental consent. Consultative reports may be provided by clinicians as needed. Reports will be updated, at minimum, once per year.
3. The clinician will maintain appropriate communication with parents regarding assessments and reports.
4. One copy of the report will go to the school pupil support file. The resource teacher is responsible for sharing this report with appropriate school team members. It is suggested that all reports be kept "active", with reviews recommended from time to time. Recommendations should be carefully noted and implemented.
5. The reports can be stored in the pupil support file.
6. Clinical reports should never be duplicated without the consent of the clinician. Reports are not available to unauthorized personnel; e.g. assistants, secretaries and nonprofessional personnel except when directed by the clinician.