

REFERRAL PROCESS

PROCESS FOR DETERMINING LEVEL B ASSESSMENT AND PSYCHO-EDUCATIONAL SERVICES

- Student not responding to Classroom Instruction (struggling in one or multiple areas)
- Classroom teacher implements Tier 2 classroom intervention strategies. The learning support teacher is involved supporting instructional strategies and/or classroom interventions that will be tried
- Progress is monitored over several weeks
- Student is discussed at Collaborative Response Meetings to determine if other strategies and accommodations can be tried and/or further assessment is warranted.
- Parents are contacted regarding concerns and strategies that have been implemented. Parent Consent for Level B Assessment explained and signed (** It is important to determine if there is a medical reason for the student struggling at school and find out if medical information is all up to date i.e. eyes, ears, other health service providers*)
- Learning Support Teacher provides Level B Assessment (WIAT III) for student along with follow up meeting for the School Team (Parents, Teachers, Educational Assistants, and Administrators). Follow up meeting includes how the information from the assessment will be used to support the student in the classroom. *Generate a Skills Development Report on Q-Global - check our [WIAT Tips/Information folder for instructions](#).*
- Learning Support Teacher sends the Level B Assessment to the Director of Learner Services to determine whether to proceed with Psycho-educational services.
- If Director of Learner Services gives approval to proceed, the Psycho-Educational Services referral package is completed and sent to Director of Learner Services for final approval, and they will pass along to a contracted Registered Psychologist.
- Check List to complete the Psycho-Educational Services referral package:**
 - ☐ Psycho-Educational Services referral (LST with classroom teacher(s))
 - ☐ WIAT III Report (printed from Q Global)
 - ☐ Parental Informed Consent (parent/guardian(s))
 - ☐ General Information and History (parent/guardian(s))
 - ☐ Documentation pertaining to diagnosis (if applicable)
 - ☐ Most recent past assessment (if applicable)
- Once Psycho-Educational Services are complete, Learning Support Teacher sets up a Learning Team Meeting to discuss the results of the assessments and go over recommendations (*using the Recommendation Action Plan Form*)
- Learning Support Teacher communicates recommendations and follow up action plan to the Learning Team

Due to reliability and validity, psycho-educational assessments are not typically completed for students until they reach grade three. If a learning difficulty has been diagnosed, a student should have a follow up assessment at the beginning of high school to gather updated information to determine supports required. Psycho-Educational assessments can be up to 7 years old if there have been no significant changes and the recommended strategies are still appropriate.