

PROCEDURES FOR REPORT WRITING AND DOCUMENTATION

I. CLINICIANS, GUIDANCE COUNSELLORS AND STUDENT SERVICES TEACHERS WILL ENSURE THAT:

- a. all referrals are complete and documented;
- b. appropriate reports are prepared and placed in appropriate file;
- c. records contain notations of all significant contacts with parents and other professionals, and the results of those contacts; a divisional contact sheet has been provided and should be kept in the student services clinical/counsellor file;
- d. all inter-agency contacts concerning students are regularly and consistently documented;
- e. open lines of communication are maintained among all caregivers when assistance from multiple resources within the school and/or Division and/or from outside sources is occurring;
- f. a list of those who received copies of IEP's and/or reports is kept;
- g. the record keeping procedures as outlined below are followed;
- h. lists of services provided to student be completed on Blue Insert in cum file.

II. STUDENT SERVICES WILL COMPLETE THE FOLLOWING:

- a. record minutes of all team meetings with parents and distribute copies to all of those in attendance. A copy should be submitted to the Assistant Superintendent of Student Services regardless of attendance. Minutes should be concise and accurate and contain the following:
 - date, year
 - the names of team members present and absent
 - the issues discussed
 - the outcome of the discussion
- b. prepare a report following a student assessment and place a copy of the report in the student services file. Copies should also be forwarded to the parent(s)/legal guardian and shared with appropriate staff;
- c. open a student services file for each student who has an Individual Education Plan (IEP);
- d. provide the Assistant Superintendent of Student Services with a copy of student IEP's