



Referral Checklist

Counselor

- Teacher or School Team Member should have made initial contact with parents to explore referral (with no timeline commitment)
- Go through the RT to the RTI team with explanation of what has been tried
- RT or Counselor to complete Request for Services - signature required by the parent and RT
- Students can contact counselor directly without parental permission
- Parents can contact counselors directly
- Counselor will contact student
- Counseling - sessions remain confidential with notes to be kept in Counselor files only

Social Worker

- Referral forms are filled out by RT with the teacher, or by Admin.
- Completed forms are sent to As't Sup.
- As't Sup. shares forms with SW
- SW will approach family for parental consent.
- SW will maintain confidentiality and keep notes in her own files.

SLP

- Teacher talks to the resource teacher,
- RT may do in-class observation and may ask SLP to do informal classroom observation.
- RT completes Request for Services
- Teacher and RT work together to complete the SLP triplicate referral form - both front and back.
- Teacher/RT get parent and admin signatures on Request for Services and triplicate form (it is preferable that the teacher have this initial contact with parent)
- Completed form is sent to As't Sup. for signature
- As't Sup. meets with SLP to determine space on caseload.
- SLP does necessary assessments
- SLP writes a full report
- RT/SLP sets up meeting with SLP, teacher, parents to discuss report
- Copies of report to be kept by parent, SLP file, Student Services file
- SLP to set up programming to be delivered by EA
- Reports sent to parents, and student services file
- Original reports kept in SLP files



Occupational

Therapist/Physiotherapist

- Teacher talks to the RT
- RT may do in-class observation and may ask OT to do informal classroom observation
- Request for Services form completed by RT
- RT complete Promise Years Referral Form in collaboration with teachers
- RT or teacher obtain parental signatures
- Referrals are sent to As't Sup. for Central Intake
- As't Sup. to meet with OT to determine caseload priorities
- OT to assess as necessary
- OT to contact parents
- OT reports to be sent to parents, RT, and As't Sup.
- OT Programming to be set up by OT and completed by EA
- C-notes shared with resource, teacher, and parent after each consult

Psychologist

- RT to consult with teacher and team members to determine that assessment is necessary
- RT to have informal discussion with Psych
- RT completes Request for Services Form and obtains parent signature.
- RT to complete referral form
- RT to send referral form to As't Sup.
- As't Sup. meets with Psych to determine caseload priorities
- RT to complete Consent for Services triplicate form and obtain parental signatures when student comes up in the cue
- Psych or designate to do WIAT and other necessary assessments
- Psych does assessment
- Psych to write a full report
- RT will set up a team meeting where Psych will interpret results to parents and teachers
- Copies of report to be kept by parent, in Psych file, in Student Services file, and with As't Sup.