



## Procedure for Staff Referring Students Policy

1. Discuss the situation with Learning Diversity Leader or Principal.
2. Complete a Referral Form that is to be given to the Learning Diversity Leader.
3. Teacher will be assigned an appointment time to attend either a:
  - Student Support Group Meeting
  - Or
  - Parent Support Group Meeting
4. Teacher required to bring documentation e.g. work samples, file, anecdotal notes, record of behaviours, etc.

### ***Confidential Files***

All students with special needs will have a special file that is stored in the School Office in the Learning Diversity section of the filing cabinet. This file will contain referrals/reports from specialists and other outside agencies; PLP's; confidential anecdotal records; special communications; etc.

Student files and confidential information must be:

- Kept secure in the Administration building
  - The date and nature of all information kept in this file to be recorded on the Coversheet
  - Annotated by an asterisk on the following years class list to inform the teacher to there is a file stored in the Office
  - Discussed during handover time between teachers at the end of each year
  - Maintained by the class teacher, and maintained and monitored by the Learning Diversity Leader
- \* Reviewed Annually by Whole Staff at beginning of year*

**REQUEST FOR ASSISTANCE**

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**REQUEST DATE:**

**Name of Student**

**Date of Birth**

**Class Teacher**

**Reason for Referral**

**Cultural**

**Physical**

**Social/Emotional**

**Behaviour**

**Learning**

**Spiritual**

**Specifically** *(please explain)*

**Information Collected** *(Past teacher, other teachers, other agencies, class records)*

**Strategies Tried** *(class)*

**Other Information** *(Parent)*

**(Integration Yes / No)**

**Agencies Involved**

**Pre-Meeting:**

**Post Meeting:**

**Follow Up** *(Post Meeting)*

ACTION	BY WHOM	BY WHEN

# STUDENT/TEACHER SUPPORT STRUCTURES AND PROCESSES

1

