



## Student Services Team (SST) Referral Flowchart

### Reasons for Referral

Academic & Learning

Social/Emotional

Behaviour & Engagement

### Step 1 - Identify student to refer - Discuss concerns with colleagues or members of SST.

Discuss concerns with HOSES, DP, GO, STL&N or Chaplain. Teachers check OneSchool to see if student has previously been referred and investigate previous actions taken. If referral has already been made, Teacher can request a case review to discuss up to date information regarding student.

### Step 2 - Complete SST Referral Form

Gather data to complete Referral (Anecdotal Records - Work Samples - Assessment Results - Information from Parents/Caregivers - any Previous Report (Psychologists, Paed, SLP ect). **Meet with or discuss** with parents your concerns and your intention to present to SST and please **request any hearing or vision assessments** that have been completed. **Record your referral discussion** as a Record of contact on OneSchool.

### Step 3 - Hand Completed Form and relevant reports to HOSES

Please ensure that your referral forms are put in HOSES pigeon hole once completed for you to receive an allocated presentation date.

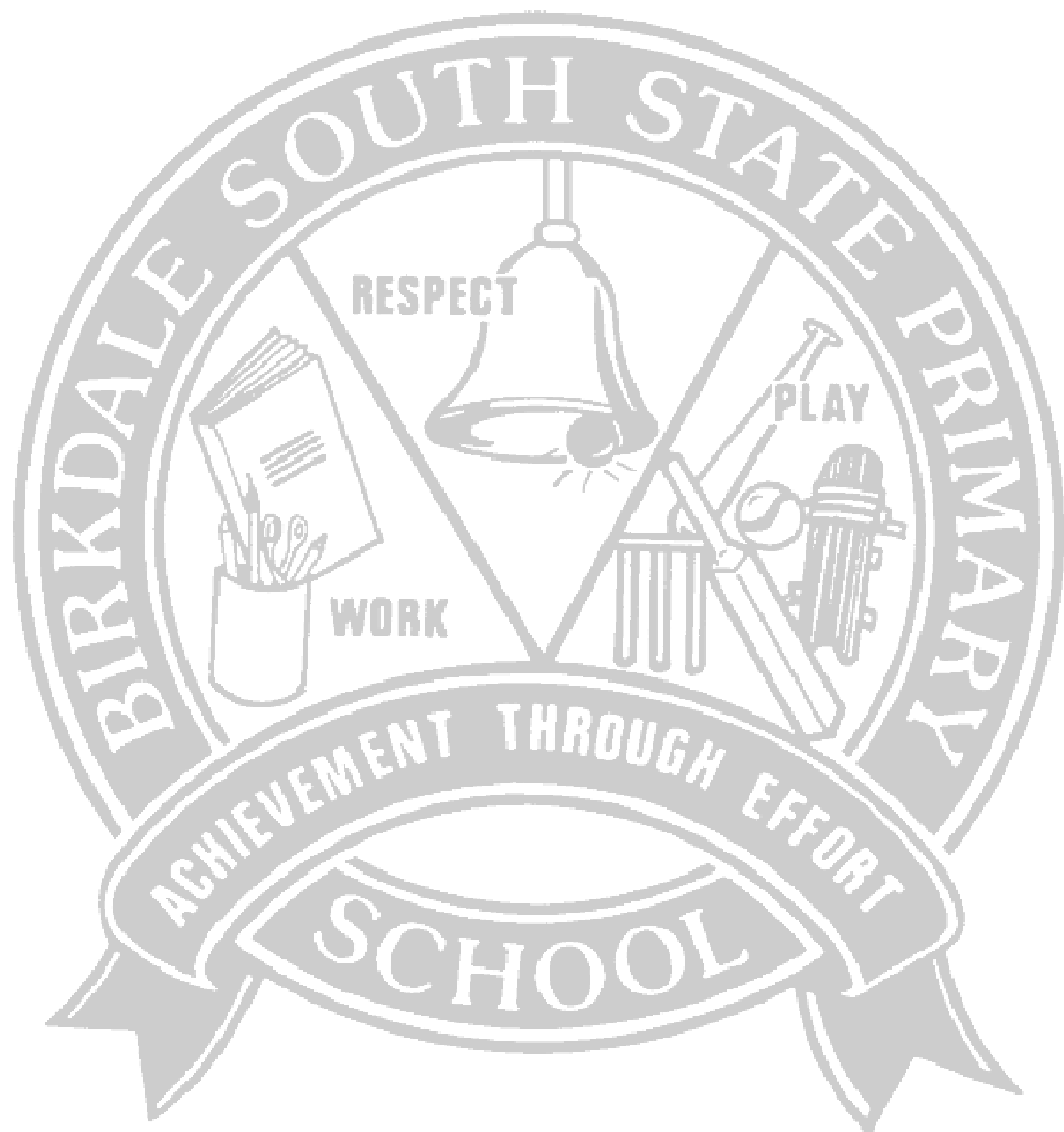
### Step 4 - SST Meeting and Outcomes

Once HOSES has received completed Referral Form, Class Teacher will be allocated a 15 minute presentation time and date (Monday's 8am - 8:45am). At the allocated time and date, Class Teacher presents the case with work samples or other information and the SST will collaboratively determine the next course of action and set a review date if required. These emerging actions may include but are not limited to:

- Type of additional support/assessment required (i.e. STL&N, HOSES obs, SLP etc)
- Allocation of support personnel
- Inclusion in intervention/support programs
- Identification of the need to develop ICP/PLP
- Recommendation regarding classroom strategies

### Step 5 - After the Case is presented to SST & Monitoring

- At meeting, review date is set - actions to be confirmed and information shared with SST at review date.
- Reviews done as needed for individual and overall review date



RESPECT

PLAY

WORK

ACHIEVEMENT THROUGH EFFORT

SCHOOL