

## District Psychoeducational Assessment Referral Checklist

Dr. Britton-Rumohr performs up to 35 assessments per year. Priority is given to A) students Grades 4-7, and B) to those in Grades 10-12 who qualify for CLBC support and need an assessment for Adult CLBC support. Assessments are not performed for students in grades K-3 and/or for students who have been in our district less than a year.

Please note: All background information, pre-referral checklists, school profiles (reading, writing, sensory, behaviour), School Based Team meeting notes and interventions of at least 3 months need to be completed prior to a psychoeducational assessment being considered by the District Based Team.

Please note: IHCAN Assessments or reports and/or other professional reports do not automatically confirm a District Psycho-Ed Assessment. Regular procedures will be followed.

Please contact Dr. Deanna Britton-Rumohr if you have questions.

	Classroom teacher ensures they know the student well - "Who Am I Profile" completed, student file read, student profile developed, etc.
	Classroom teacher uses strategies, information, and knowledge of the student to differentiate instruction, determine interventions in the class etc.
	Classroom teacher and Inclusion Support teacher (IST) discuss /complete pre-referral checklists, determine classroom interventions, and determine if any class or school assessments may be performed. Possible consultation with District Inclusion Support Teacher (DIST) re: possible strategies, interventions, resources, observations, FBA, next steps, etc.
	Interventions are tried for at least several weeks & progress determined and noted.
	If no/limited improvement, Classroom Teacher prepares information about student needs and refers student to the School Based Team (SBT).
	School Based Team queries what interventions, strategies, etc. classroom teacher has tried and what information is in the student's file. Is there a previous psychoeducational or other assessment on file? SBT reviews previous information and current information.
	SBT recommends interventions by classroom teacher, strategies, and any further assessments at the school level (eg - Level B assessments by IST). Information reviewed at school level, and interventions tried for several weeks/months with any improvement/challenges noted.
	If no/limited improvement, SBT consults with Dr. Britton-Rumohr for further interventions, strategies, etc. IST forwards SBT notes, strategies implemented, any testing that has already been done, etc. to Dr. Britton-Rumohr for consideration.
	If Dr. Britton-Rumohr determines it is warranted, <u>if parents are in support</u> and if school determines that further assessment is a high priority, Dr. Britton-Rumohr takes referral to District Based Team (DBT) for discussion.
	DBT hears about student, interventions, background, etc. at its monthly meeting, and determines if a Psycho-Ed Assessment is warranted at this time or suggests other interventions.
	If DBT approves, Dr. Britton-Rumohr will forward the background package (referral form, questionnaire, parent signatures, check list, etc) to IST at the school for completion.  Background Questionnaires and Referral Form are completed by school IST. Background documents are gathered by school IST (see checklist). School IST prepares package of documents, password protects and scans to Inclusive Education secretary.  <i>School has one month for completed package return to Inclusive Education or the referral expires.</i>
	School will reconfirm either through email or a phone call that the parent(s) and the student (if over 13 years), wish to move forward with the assessment and record the date of confirmation.
	Student is scheduled for assessment. School and parents are notified by email from Dr. Britton-Rumohr. School IST contacts parent in advance of assessment to reconfirm attendance at appointment.
	Student is assessed by Dr. Britton-Rumohr. Dr. Britton-Rumohr meets with parents, school and possibly student.
	Final reports are sent to the school and student/parents. Documents are scanned to Laserfiche by the Inclusive Education secretary.

### Notes:

1. All referrals for the current school year will be accepted until there are no further spots for assessment or May 31 - whichever is first.
2. Referrals expire 1 month after the request for school documents (unless extenuating circumstances exist).
3. If the student misses their referred assessment date/time, they will be placed at the bottom of the assessment list and re-scheduled if time permits that school year. Otherwise the process starts again from the beginning.