

Administrative Procedure 340 - Appendix

Appendix – REQUESTS FOR SPECIALIZED SERVICES FOR CHILDREN AND YOUTH

Background

Within the school setting, a variety of specialized services are provided by Black Gold School Division to help children and youth engage in learning and gain the knowledge and skills they need to be successful both within and outside of school. Three broad types of specialized services are available: Consultation, Assessment, and Family School Liaison Service.

Definitions

Consultation means providing advice or recommendations regarding an individual child/student. Consultations are available to schools in the following areas: Psychology, Fine and Gross Motor Development, Complex Communication, Educational Audiology, Blind and Low Vision and Deaf and Hard of Hearing.

Assessment means the standardized assessment of an individual child/student. Assessments are available to schools in the following areas: Language and Communication, Fine and Gross motor, Audiology, Blind and Low Vision and Deaf and Hard of Hearing.

Psychological Assessment can include a combination of cognitive, adaptive, behavioural and achievement testing and a review of learning/behavioural presentations and interventions provided. A Registered Psychologist completes psychological assessments.

Family School Liaison service involves individual or group support related to social-emotional development.

Procedures

1. The 'Request for Service' located in the Student Supports section of the Knowledge Centre is submitted electronically to Student Services via Google form.
2. Written parental consent is obtained for all specialized services using the appropriate Administrative Procedure permission form linked within the 'Request for Service'. Parent consent is uploaded to PASI by the school. Consultants and other professional staff seek informed parent consent over and above the signed permission forms.
3. For psychological assessments, results of standardized individual achievement tests (e.g. Wechsler Individual Achievement Test) completed at the school are summarized on the Psychological Assessment Google form. It is not necessary to send a copy of the test protocol to Student Services. The original test protocol should remain at the school and be available to the psychologist as needed.

4. A report will be provided to parents electronically and uploaded to PASI for each Consultation and Psychological Assessment. A summary letter for Family School Liaison service will be uploaded to PASI.