SCHOOL DISTRICT #83 (NORTH OKANAGAN-Shuswap)

SCHOOL BASED TEAM REFERRAL

for Itinerant Student Services

SBT Contact: _____ Date: _____/_____/_____
month day year

Service Requested:

- ☐ Elem. Counsellor
- ☐ Deaf/Hard of
- ☐ ESL/ELL
- ☐ Occupational Therapy
- ☐ Physical Therapy
- ☐ School Psychologist
- ☐ Speech/Language
- ☐ Vision
- ☐ Other Specify _____

See over for SBT Referral process.

STUDENT: _____ Birthdate: _____/_____/_____ ☐ **male** ☐ **female**
month day year

Teacher(s): _____ School:_____ Grade: _____

LRT(s): _____ Parent Approved: _____/_____/_____
(approval date)

Parent/Guardian: _____ Phone # _____Work # _____

Address: _____

Previous Student Service: ☐ yes ☐ no Outside Agencies/Services: ☐ yes ☐ no

List referrals/services:_____

Service Provided: _____

Reason for Referral: "File Summary" Attached: ☐ yes ☐ no

_____

_____

Continue on reverse if required→ →

Intervention to Date:

_____

_____

Continue on reverse if required→ →

_____ _____
(LRT/Counsellor) (Principal)

Action Plan: (completed by Service Provider)

_____

_____

Date:_____ Signature: _____

Reason for Referral: Cont**inued**

Intervention to Date: Con**tinued**

Process for submission of SBT Referral Form:

NOTE: Schools must photocopy the master for supply of SBT Referral forms – two sided, single page.

- **SBT representative** completes the single page form, including LRT and AO input **and signature.**
- **School (LRT/Counsellor/Secretary**) makes a copy of completed form for SBT/LRT school reference and sends original form directly to appropriate Itinerant/Professional. Refer to the current Student Services contact sheet for location if required.
- **Itinerant/Professional** completes the Action Plan section of the form, and makes copies for: **a)** Self and, **b)** Student Services (send to Admin. Assistant at the DESC).
- **Itinerant/Professional** sends original back (complete with Action Plan and stamped "INCLUSION") back to the school LRT/SBT contact for INCLUSION in the student's permanent school record/ file (1704).