

Procedure Title	Psychological Assessment – Referral Process		
Date of Issue	January 17, 2018	Related Policy	
Revision Dates	November 22, 2023	Related Forms	AF 6910; AF 6911-I; AF 6911-II; AF 6990
Review Date	November 1, 2028	Originator	Administrative Council
References			
Education Act			

1.0 RATIONALE

- 1.1 This procedure outlines the process involved in the request of psychological assessments for Bluewater District School Board students.
- 1.2 A psychological assessment evaluates thinking, learning, and behaviour. The assessment covers many areas, such as cognitive abilities; processing skills, social, emotional, and mental health; adaptive and/or behavioural functioning. A psychological assessment may be helpful in identifying a child's strengths and needs and can be used to assist in planning a student's school program and may help to access community resources.

2.0 PROCEDURE

NOTE: Please refer to Appendix A for a visual representation of the following process.

2.1 INITIAL STRATEGIES

- i. Typically, concerns regarding student functioning will prompt team meetings between the school and the student's parent(s)/guardian(s), where board staff will gather information and consider strategies to support the student's learning.
- ii. Upon implementation of these strategies, the school team will continue to monitor, assess, and evaluate the effectiveness of the strategy(ies), possibly leading to an Individual Education Plan (IEP) for the student.
- iii. When further information is required in order to support the student's programming needs, the school team may recommend that a psychological assessment be considered.

2.2 REFERRAL FOR PSYCHOLOGICAL ASSESSMENT

- i. The school team may identify the need for a psychological assessment to be considered. The school will discuss this recommendation with the student's parent(s)/guardian(s) and obtain consent to proceed using AF 6910 "Consent for Consideration - Psychological Assessment".
- ii. Once consent has been received, the school team will then submit a complete referral package to Bluewater District School Board psychology staff for review. This referral package will contain:
 - a. AF 6990 "OSR Summary" (which includes individual academic assessment);
 - b. Copy of the student's current IEP (an IEP must be in place for at least one school year); and
 - c. A writing sample.

- iii. Following review of the referral package, psychology staff will provide feedback to the school regarding appropriate next steps:
 - a. **Option 1: Monitor/Follow-up**
Referral information will be maintained by psychology staff for rec-consideration at a later date. The school team will continue to monitor student progress. Other strategies/follow-up may be considered, as appropriate.
 - b. **Option 2: Student Prioritized for Assessment**
Student is prioritized for an assessment. Parental/guardian consent is required for an assessment to proceed. The school team will be requested to obtain parent/guardian consent for assessment using AF 6911-I "Consent for Involvement – Psychological Assessment" and submit this consent to the board psychology staff member.
 - c. **Option 3: Inappropriate Referral**
Referral is considered inappropriate and will not be considered at this time. The school team can re-refer the student in the future if the situation changes.

APPENDIX A: PROCESS TO ACCESS PSYCHOLOGICAL ASSESSMENTS

