



**BOARD OF EDUCATION**  
**School District No. 57**  
2100 Ferry Avenue  
Prince George, B.C. V2L 4R5  
(250) 561-6800

# POLICY

## 5125.3

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### REFERRAL AND CONSENT FOR SPECIAL EDUCATION PROGRAMS AND SERVICES

APPROVED: 79.04.17

REVISED: 2004.02.24

### ***POLICY***

The confidentiality and accuracy of information pertinent to the education of exceptional students shall be maintained.

#### ***DEFINITIONS:***

“**Area Support Team**” is a group of professional staff, including psychologists and speech pathologists, who provide support to schools and their staff within an assigned area of the district.

“**District itinerant specialists**” are professional staff, including occupational therapists, vision teachers, teachers of the hearing impaired and Aboriginal social workers who provide support to schools.

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Responsibility Centre: Director of Special Education  
References: School Act (Section 79), Ministerial Order 14/91

REFERRAL AND CONSENT FOR SPECIAL EDUCATION PROGRAMS AND SERVICES

***PREAMBLE***

A formal procedure for referring students to district specialist staff and ensuring informed parental consent is necessary to meet Ministry of Education requirements for the management and retention of student records and for keeping parents informed of services offered to them and their children.

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Approved: 2004.02.24



REFERRAL AND CONSENT FOR SPECIAL EDUCATION PROGRAMS AND SERVICES

**REGULATIONS:**

1. To ensure the confidentiality and accuracy of information pertinent to the education of exceptional students, procedures shall be established and maintained:
  - 1.1 Appropriate agencies and school district personnel will be made aware of the procedures established.

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Approved: 79.04.17



REFERRAL AND CONSENT FOR SPECIAL EDUCATION PROGRAMS AND SERVICES**ADMINISTRATIVE PROCEDURES:**

1. The school district will accept and process written referrals from professional, agencies, or parents to determine the child's need for special education and related services.
2. Special services referrals will be directed by principals to the appropriate support services personnel provided by the school district.
3. Special Services referrals must be made by utilizing the approved referral and consent form.
4. The school district will obtain written parental permission / consent prior to formal assessment / evaluation of each child referred.
5. Parental consent / permission will be obtained in writing prior to the release of relevant information to public agencies or private institutions or organizations.
6. Copies of the parental signature(s) for assessment / evaluations or release of information will be retained and filed in the following places:
  - 6.1 Special Services Student File
  - 6.2 Referral source file.
7. In instances where a child is "in care," the particular agency involved will provide the consent / permission for assessment / evaluation or release of information to public or private sources (parental surrogates).
8. Parental permission or consent will be obtained by one of the following means:
  - 8.1 Parental visit to the Area Support Team and/or district itinerant specialists.
  - 8.2 Area Support Team and/or district itinerant specialists visit to the parents.

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