Diverse Learners Team Referral Process 2020

Principal → Deputy Principal → School Counsellor → Learning and Support Teacher → Stage AP (when required) → Classroom Teacher (when required)

Step 1 - Identify

- •Student demonstrates additional needs, either:
- •Academic (if G&T-see HPGE procedure) OR
- •Social/Emotional/Behavioural
- •CT to discuss with AP
- •CT to check student's history on Sentral with AP

Parent submitted external report:

Teacher to ask parents to sign *permission* to share information form. Give all external reports to the DP. DP triages the report, emails the school counsellor, AP and LaST. Report will be placed on a future DLT agenda. CT and Stage AP are emailed and invited to attend. the scheduled meeting.

Step 2 -Communicate

Academic:

- •CT collects data/evidence through formal and infomal assessments.
- •CT makes appointment to discuss with parents/carers check hearing & vision to eliminate. Recommend GP checkup for advice
- Social/Emotional/Behavioural:
- •CT makes appointment to discuss with parents/carers
- •Give parents permission to share information form to complete (Go to Step 4)

Step 3 -Analyse and Program

•Academic:

- •CT meets with AP and LaST to plan and implement 10 weeks of adjustments at classroom level
- •CT to keep anecdotal records of adjustments and impact.
- •CT & AP to communicate during 10 weeks on efffectiveness of adjustments (adjust as necessary)
- •At end of 10 weeks, go to step 4.

Step 4 -

Academic and Social/Emotional/Behavioural

- Classroom teacher to complete DLT referral with AP. Attach assessments and *permission to share information* form.
- •CT gives referral to Deputy Principal.
- •DP will schedule the referral for a future DLT meeting. DP to email CT and Stage AP to advise of meeting date. Allow up to 3 weeks for the referral to be scheduled.

Referrar

Step 5 - DLT

meeting

- •Classroom teacher and Stage AP attend scheduled DLT meeting.
- •DLT team discuss referral and determine appropriate action. All action recorded in DLT minutes.
- Decision made whether PLP is required for the student. If so, LaST and CT work to compose this.
- •DP to upload student referral/external reports to Sentral.

Step 6 -Implement and Monitor

- •Implement recommendations and monitor for further 10 weeks. CT, DP, LaST and Counsellor may all be involved in monitoring.
- •CT to meet with parents to discuss recommended intervention and strategies from DLT meeting.
- •DP to schedule for student to be brought up in future DLT meeting in 10 weeks time for continuing monitoring and tracking of progress