

## **School-Based Teams: A Suggested Approach To Organizing Records of Students with Special Needs**

The template below is recommended for independent schools organizing special needs students' confidential information. Documentation should be placed in each student's file in the following order with the most recent entry placed first in each section:

### **1. Screening and Referral Forms**

- Internal documentation/confirmation of designation
- Tracking forms
- Referrals to internal support providers and Provincial Outreach Programs
- Referrals to outside agencies (CANassist, CLBC)
- Ongoing/annual assessments and diagnostic confirmations (where appropriate)

### **2. IEPs**

- IEPs/IEP review
- Student Learning Plans

### **3. Medical Documents**

- Physician assessments
- Pediatrician assessments
- Psychiatrist assessments
- CDBC assessments
- Neurological assessments
- Audiology reports
- PRCVI forms (vision)

### **4. Professional Assessments**

- Psychological assessments
- O.T./P.T., S.L.P., E.S.L. assessments
- Hearing/vision reports and assessments
- ABC/POPARD reports and assessments

### **5. School-Based Assessments and Planning**

- Standardized assessments (Level B)
- Informal assessments
- Class-based assessments (purposeful samples with assessments attached)
- McGill Action Planning System (MAPS)
- Planning for Alternative Tomorrow with Hope (PATH)

### **6. Behaviour**

- Request for designation in R & H category
- Behaviour Plans
- Safety Plans
- Behavior Planning Tools
- Office referrals as appropriate
- School-based Team notes
- Behaviour Support Team recommendations (including external agencies)
- Functional Behaviour assessment(s)
- Record of Communications
- CDC/ALP reports

### **7. Parent Information and Meeting Notes**

- Attendance (if relevant)
- Authorization to Share Information

### **8. Adjudication/Other**