

South East Alberta Interagency Referral Form (updated Jan. 10, 2011)

Interagency Referral Form Process (for Alberta Health Services and REACH)

1. Copies of this referral can be found by accessing the PRSD home page/ Departments/ Student Support Services/ Department Documents. It is available in .pdf (print and complete manually) and Word (complete electronically).
2. **Alberta Health Services:**
 - Fax the referral package directly to the agency(s) identified using page 1A as a guide.
 - File original copy in the Student Record (cum. file).
 - For Speech and Language Services, a separate consent form needs to be completed. These consent form packages will be available at the schools. They are the same salmon coloured forms as you have used in the past but the first page has been replaced by an AHS form. Prepared paper consent packages will be provided to you by calling 403-528-8175. **For Speech and Language Services, you may skip the interagency referral form and complete the consent package only.**
3. **REACH:** (D/HH, VI and severe codes only)
 - Obtain pre-approval from Central Office before completing the forms.
 - Fax directly to Central Office for signed approval.
 - Central Office will forward to REACH.
4. Parental Consent is required for all referrals. This can be indicated on the first referral page. The "Parent/Legal Guardian Input Form" is optional for AHS but mandatory for REACH.
5. The attached documents (Appendixes A-G) beside each requested service are meant to aid in deciding which service to provide and to provide the receiving agency more specific information regarding the needs of the student.
 - Include all complete forms with the referral.
6. *Referrals for the Behaviour Consultant and Psychology will continue to use the PRSD forms and process.*
7. Before making a referral, please ensure you have:
 - Looked through the confidential and Student Record
 - Talked to the previous teacher(s)
 - Talked to the Classroom Support Teacher
 - Read the previous reports.
 - Considered if you are carrying out recommendations already made.

Please fill out as much information on the referral as possible. If you have any questions about the appropriateness of the referral, please direct your questions to your CST or someone from the Student Service Team at Central Office.

January 10, 2011