

School Age Therapy Program Referral Process

Teacher discusses OT/PT related concerns with Learning Support Teacher (LST). Concerns may be raised by parents, professionals and members of the school based teams.

LST discusses student with the therapist.
(May occur during school based team meetings.)

Therapist confirms a functional referral question with LST.
(Child is eligible.)

NO

YES

Referral question is filled in the referral form. If the therapist gives the verbal OK for the referral;

The therapist initials referral form & provides the "School Therapy Program OT/PT Service" Letter to the school to send home with the School District Referral Form.

When a referral is not best served by the School Program, the Therapist provides alternate recommendations where possible.

The school provides referral form and the "School Therapy Program OT/PT Service" Letter to the parent/legal guardian and obtains the parent/guardian signature.

The school faxes the referral form with parent signature to Island Health – Child, Youth & Family Rehabilitation Services Intake Office (250 519-

Intake processes referral.

School Age Program Support processes the referral and provides completed referral to the school therapist.