

Learning Support Referral App: Instructions on how to submit a Request for District Collaborative Support.



Purpose(s)	<p>Accessing additional District support for individual student with intensive Tier 3 support needs.</p> <p>Ensure streamlined, efficient process; Provide equitable access to support across schools; Gather data to identify patterns and respond strategically.</p>
Process	<p>1) After implementing support plans, SBTs submit a referral. See below instructions.</p> <p>2) Building from the work that has been done, District Team members collaborate with school team to support full-day, in-person programming implementation. This could include consideration of a flexible schedule, mental health planning, behaviour support planning, enhanced CPI support, DBT meeting, wraparound team support, outreach support, etc.</p>
Response Timeline	<p>Submissions are reviewed weekly by District Principals for a timely response.</p>

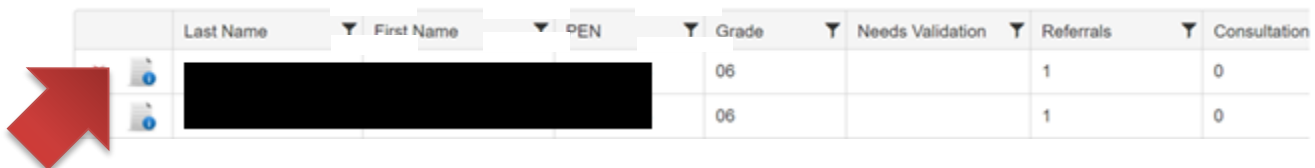
Steps to complete referral:



- 1) Go to <https://learningsupportreferrals.sd61.bc.ca/>
- 2) Type student in search field and click the search button

Search:

Search for a student by going to the home page and entering part or all of the PEN number or last name in the search field. No student will be found if you search by first name. From your school, all students registered on MyEd are able to be searched on the app.

- 3) Click either the paper blue icon  or green plus  found to the left of student row details



	Last Name	First Name	PEN	Grade	Needs Validation	Referrals	Consultation
				06		1	0
				06		1	0

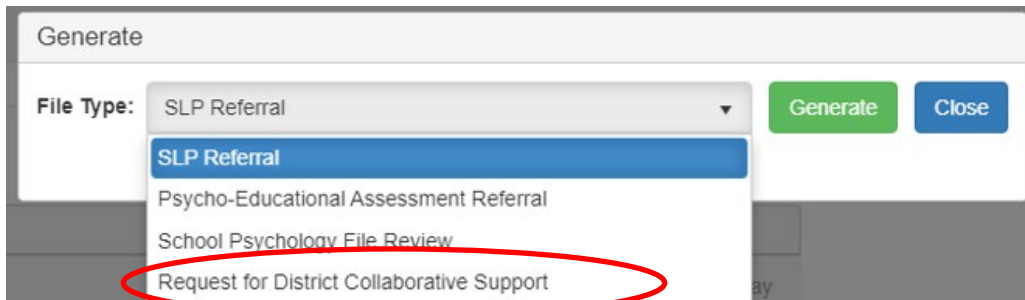
Paper blue icon signifies student has paperwork loaded onto the app

Plus sign signifies student has no referral paperwork on app

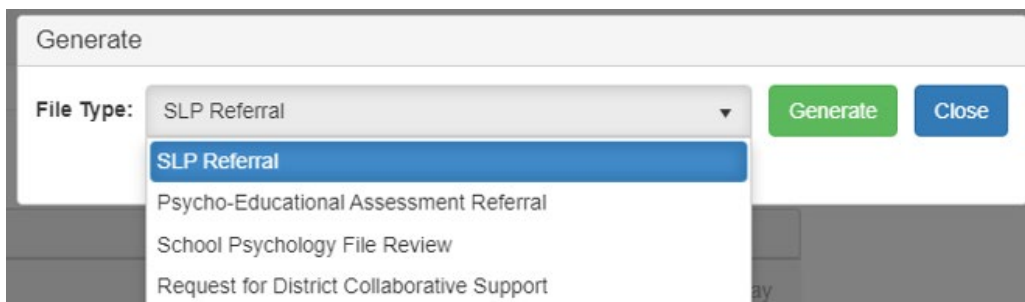
- 4) A new page with student demographic information will open. Click on Generate Consultation/Referral Template green button.



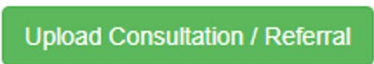
- 5) A new window will open. Select the referral you wish to print out. 4 options to choose from.



- 6) Choose 'Request for District Collaborative Support' and click Generate button. The app will generate a PDF document onto computer.



- 7) Print out and complete the document.
- 8) Scan and save the completed form onto computer as a PDF document.
- 9) Go back to the student demographic information page. Click on Upload Consultation/Referral green button.



- 10) A new window will open. Make sure 'Request for District Collaborative Support' is selected. Click on green 'Upload' button.
- 11) Once uploaded, a new record appears in the referrals grid. The school administrator will receive an email to validate the request, and after validation the District Team receives the referral.
- 12) Referrals are reviewed weekly and a member of the District Team will respond to the school-based team promptly.