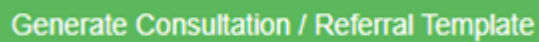


Evergreen Process

1. Initial Request:

Go to the Referral App and open the student page (this is the overview page where you make a request for referral to school psych, etc).

A green rectangular button with rounded corners containing the text 'Generate Consultation / Referral Template' in white.

Click the and choose from the drop down menu
“School Completion (Evergreen) Review.”

This will open up an initial request form for the Evergreen Process for this specific student with student demographic information included.

A green rectangular button with rounded corners containing the text 'Upload Consultation / Referral' in white.

Click the and upload the request form with student information to the app. School based PVPs will need to validate this request in the Referral App. Once school based PVP validates this request, it then is moved into the District Admin box in the Referral App for review.

2. District Approval:

District Inclusive Learning Admin make a final determination regarding a student’s pathway (if Evergreen is the right fit) and will give approval for the next step of a parent meeting. If further information is required you will be contacted.

3. Collaborative Meeting (or IEP meeting) with Family Once Request has been validated:

Organize a collaborative meeting with the school-based team, the family, student (where appropriate) and any invited community supports to discuss the most appropriate and supportive pathway. The family must understand the Evergreen Path and give signed consent.

Complete the Review Meeting form (attached to the Evergreen initial consult form) with the attendees, date and notes from the meeting. Family and student (where appropriate) signs at the bottom of the Review Meeting form. The School PVP attending the meeting and the case manager also sign this form.

4. **Upload the signed document in the app under the student's page in the app (Completed Referrals/Reports section where it lists School Completion (Evergreen) Review). You upload the signed document by clicking the green plus sign icon.**

Completed Referrals/Reports

Type	Referral File Name	Updated Date
Psychological Assessment Referral	Psychological Assessment Referral	Sep 04, 2023
Psychological Assessment Report	Psychological Assessment Report.pdf	Sep 04, 2023
School Completion (Evergreen) Review	School Completion (Evergreen) Review.pdf	Sep 12, 2023

Once you upload this document, it is then sent in the Referral app to the Associate Superintendents.

5. District Associate Superintendent Approval:

The Review Meeting form is reviewed by District Associate Superintendent and electronically signed off. Once confirmed and signed off, case managers and PVPs will be notified the process has been completed.

Print a complete copy of the document. The file with the associate/deputy signature can be found under Completed Referrals/Reports, - Parent Signed Document. Place a copy of this document in the student file.