

## Request to Designate MBS (Category R) (New and Renewal)

### Students requiring Moderate Behaviour Support and/or having Moderate Mental Health Concerns

#### GVSD Process

1. SBT gathers information about the student as outlined in the Ministry of Education (MoE) guidelines.
2. **For new requests only** the SBT/Case Manager obtains parent/guardian consent.
  - a. This form is located on the student page in the [GVSD Referral app](#).
  - b. Please provide parents/guardians the time and opportunity to reflect and ask questions.
  - c. Consent must be **voluntary**, and if given, can be **withdrawn at any time**.
3. The SBT/Case Manager generates a **Request to Designate Moderate Behaviour Support (MBS)** through the [GVSD Referral app](#) and uploads supporting documentation as outlined below.
4. The District Designation Review Team will review the designation request against the MBS [Ministry of Education Auditors Checklist](#).
  - a. Principals will be notified whether the request meets or does not meet MoE guidelines.
  - b. If more detail/information is needed (from the school/home/community services), a **corrections request** will be generated through the app and the school staff member who initiated the request will be notified.

#### Please upload the following supporting documentation in the Referral App:

##### 1. Assessment Documentation: Submit **one or more** of the following:

##### Preferred – Assessment and/or diagnosing documentation (dated within the last 5 years):

- Pediatrician or GP letter with diagnosis, clinical impressions, or working diagnosis
- Psychologist, Psychiatrist, or BC Registered Clinical Social Worker – letter or report with diagnosis, clinical impressions, or working diagnosis

##### If the above documentation is not yet available, provide one of the following:

- [Ministry of Education Planning Tool](#) (dated within the last 3 months) – to show educational impact of behaviour across multiple domains (**interim option for one year while formal diagnosis is in progress**)
- Psycho-Educational Assessment with behaviour rating scale (e.g., BASC, Connors, etc.)

##### 2. School Documentation - Submit **at least 2** of the following (from the *current* school year); ensure documentation is on school letterhead where appropriate, dated, sourced from different team members, and includes the author's name and role:

- School impact / needs statement
- SBT notes and/or SBT tracking form indicating contacts, concerns, and action items

## Learning and Inclusion

- Counsellor or YFC summary
- Summary of behaviour tracking indicating educational impact
- Communication Log(s) (see SBT [Key Docs](#))
- Student Support Plan (see SBT [Key Docs](#))
- [Ministry of Education Planning Tool](#) (if not used as the diagnosing document)



### 3. Additional Documentation

- [Authorization to Exchange Confidential Information](#) dated within the last 12 months (requires new signature annually)
- **For MBS renewals, a current IEP** that includes goals specific to an R designation