UPPER
CANADA
DISTRICT SCHOOL BOARD

Psycho-Educational Assessment Process

- Psycho-educational services result from a process of prior school involvement such as on-going assessment by the classroom teacher, consultation with the Learning Resource Teacher and/or Learning Partner, and Student Success Team meetings (SSTs) which evaluate and track recommended instructional strategies at the school level.

- Referrals for psycho-educational services are prioritized on the basis of their potential contribution to refine and clarify the path to sound instructional programming for the student.

- A referral for a psycho-educational assessment must include the completed CONFIDENTIAL REQUEST FOR SUPPORT SERVICES (Form 10) in addition to Student Success Team (SST) notes or minutes, original copies of WF-AS, most recent IEP (if applicable), and a dated Signature of Parent/Guardian, person completing the form, and Principal.

- The aim of psychological services is to provide consultative and/or data driven assessment reports in a timely manner, usually within 4 months of the referral request.

- Chief Psychologists may complete some assessments in special circumstances.

- Before the assessment is conducted, the parent/guardian receives a letter followed up by a personal/phone contact from the psychological services staff member explaining the nature purpose and possible implications of the assessment. Additionally, a pamphlet containing information about the Personal Health Information Protection Act (PHIPA) would also have been sent to parent and discussed during the personal/phone contact. Informed consent is explained to the parent/guardian and the consent form entitled PARENTAL CONSENT FOR PSYCHOEDUCATIONAL/PSYCHOLOGICAL SERVICES is signed. Psychological services staff follow the best practices of informed consent.

- A case conference explaining report results and recommendations will usually be completed within 1 school month of the last visit to the student.

- Psycho-educational testing is **not** a requirement for post-secondary transition and should not be considered for this reason.

April 2023