



Speech Language Services Referral Procedures

Procedure:

1. If the classroom teacher, parent or school resource teacher feel that a possible weakness in communication may be affecting the students' performance they should complete a Speech-Language referral.
2. The classroom teacher should then meet with and discuss concerns with the parent or guardian and school resource teacher in order to begin initiating a formal referral.
3. The school resource teacher has Speech-Language Referral packages that include a Speech Language Referral Form and Student History form.
4. The classroom teacher will then meet with the school resource teacher to complete the referral form.
5. The resource teacher will then collect all school signatures and place a photocopy in the students file.
6. The completed Referral Form, Student History, and Information Page explaining what the assessment is all about will be sent home in an envelope for the parent/guardian to sign and return to the school/division.
7. Parents/Guardians have two choices in returning the forms.
 - a. They can seal envelope addressed to the Speech Language Pathologist and return to the school, or
 - b. They can directly mail the envelope addressed to the Speech Language Pathologist to the division office address below:

Turtle River School Division
Attention: Speech Language Pathologist
Box 309, 808 Burrows Ave.
McCreary, MB
R0J 1B0

8. Once the parents/guardians have signed off on the Speech Language referral. The Speech Language Pathologist will complete an assessment and/or diagnosis as determined.
9. The Speech Language Pathologist will then make recommendations for the next steps to take for this student (E.g. Speech Therapy, Further Assessment, Recommendations, etc....) and a report regarding their assessment will be generated.