



## YORK REGION DISTRICT SCHOOL BOARD

### *Procedure #NP355.0, Request for Psychological Consultation and/or Assessment*

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#### **Application**

*Procedure #NP355.0, Request for Psychological Consultation and/or Assessment* addresses the process for requesting psychological consultation and/or services.

#### **Stakeholder Groups with Responsibilities Under this Policy**

- Principals
- Coordinators of Psychological Services
- Psychologists
- Psychology Department Administrative Support Staff
- School Staff
- Parents/guardians

#### **Relationship to Board priorities**

This supports the Board's commitment to continuously increase student achievement and well-being.

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# Board Procedure #NP355.0 Request for Psychological Consultation and/or Assessment

This procedure outlines the process for requesting psychological assessments and/or consultation for York Region District School Board students. This procedure does not include the process for the identification of gifted students, which is described in [Procedure #NP358, Special Education: Screening and Identification of Gifted Students](#).

## **Definitions**

### *In-School Team*

An In-School Team meets to discuss, problem solve and recommend strategies to support a student's academic, behavioural, social and/or emotional areas of strength and need. The team may include but is not limited to school staff members, Student Services staff, students and/or parents/guardians, as appropriate. Ongoing interventions and progress are also monitored through the In-School Team process.

### *Psychological Assessment*

A psychological assessment is a comprehensive evaluation of an individual student's cognitive abilities; processing skills; social, emotional and mental health; adaptive and/or behavioural functioning. A psychological assessment may follow from a psychological consultation and includes the use of standardized instruments. The focus and scope of the assessment will depend on the information that is required to identify the student's strengths and needs and to provide appropriate supports.

### *Psychological Consultation*

A psychological consultation is the process of collecting and sharing information about a specific student in order to assist in the provision of supports. This may include, but is not limited to, discussion with school or support staff, attendance at In-School Team meetings, review of a student's Ontario Student Record, observations of a student in class, attendance at a threat assessment, the opportunity to dialogue with community-based professionals, prepare Special Equipment Amount (SEA) claims and review of other relevant information to support student achievement and well-being.

## **Responsibilities**

### *The Director of Education shall:*

- allocate staff and resources to support the Request for Psychological Consultation and/or Assessment procedure.

### *Principals shall:*

- for a psychological consultation;
  - ensure parent(s)/guardian(s) have completed and signed the [Referral for Professional Student Support Services form](#), and
  - submit the completed [Referral for Professional Student Support Services form](#) to their assigned Psychological Services staff member so that Psychological Services staff members may;
    - discuss a specific student by name,
    - attend an In-School Team meeting,

- contact parents/guardians, and
  - review the student's Ontario Student Record (OSR);
- for a psychological assessment;
  - ensure all appropriate information has been gathered, completed and shared with parent(s)/guardian(s), including an academic assessment using norm referenced standardized tests,
  - hold an In-School Team meeting to share information to determine what programming strategies could be implemented and whether a psychological assessment is suggested,
  - if the team meeting recommends a psychological assessment be completed provide parent(s)/guardian(s) with the [Consent for Psychological Assessment](#) form and [Parent Guide for Psychological Assessment](#) brochure,
  - ensure that the completed [Consent for Psychological Assessment](#) form and required documentation for psychological assessment is submitted to the Community Education Centre for log-in;
- upon notification by Psychological Services that the psychological assessment has been completed, schedule a meeting with parent(s)/guardian(s) and Psychological Services staff to discuss the results;
- if parent(s)/guardian(s) refuse to sign the referral form for consultation/assessment, retain the dated consent form the student's Ontario Student Record (OSR), with the parent line documented as "refused";
- when the removal of a psychological report has been requested, determine whether to provide the report to the parent(s)/guardian(s) or adult student, destroy the report or, if appropriate, to advocate for maintaining the record, following the [Ministry of Education's OSR Guidelines](#);
- when a student transfers out of the Board to another Ontario school board;
  - transfer the psychological report in the OSR folder, or
  - at the principal's discretion, remove and return the report to the Board's Chief Psychologist; and
- when a student transfers out of the Board to another province;
  - remove the psychological report from the OSR, and
  - return it to the Board's Chief Psychologist, including the notation of the date and destination of the transfer of documents; and
- understand that they or the In-School Team may recommend to the parent(s)/guardian(s) or adult student that a psychological consultation and/or assessment be carried out.

*In-School Teams shall:*

- determine and support development of a growth plan, Individual Education Plan (IEP), and/or relevant strategies and accommodations;
- review relevant information to determine whether or not to refer a student for a psychological consultation or a comprehensive psychological assessment;
- ensure a standardized academic assessment is completed or other relevant information has been gathered for students being considered for a psychological assessment; and
- understand that the In-School Team or the principal may suggest to the parent(s)/guardian(s) or adult student that a psychological consultation and/or assessment be carried out.

*The Coordinators of Psychological Services shall:*

- oversee referrals for psychological consultation and/or comprehensive psychological assessment once the appropriate consent form(s) and required documentation have been completed and sent to the Community Education Centre (CEC).

*Psychological Services shall:*

- create a file which includes;
  - information collected about the student that informs the consultation and/or assessment,

- the completed and signed Referral for Professional Student Support Services form, and/or the completed and signed Consent for Psychological Assessment form and the form documenting knowledgeable/informed consent,
- academic test results, and
- other pertinent information, including but not limited to In-School Team records and medical or other reports with parental permission;
- upon receipt of the completed [Referral for Professional Student Support Services form](#);
  - discuss a specific student by name,
  - attend In-School Team meetings, as required,
  - contact the parent(s)/guardian(s), and/or
  - review the student's Ontario Student Record (OSR);
- contact the parent(s)/guardian(s) and carry out the knowledgeable/informed consent process once the school has provided the parent(s)/guardian(s) with the [Consent for Psychological Assessment form](#) and [Parent Guide for Psychological Assessment brochure](#);
- upon completion of the psychological assessment;
  - write a report,
  - share the findings of the assessment with the parent(s)/guardian(s) and appropriate school staff members with parental consent,
  - retain the original report in the confidential psychology file for 10 years past the student's 21<sup>st</sup> birthday,
  - forward one copy of the report to the parent(s)/guardian(s), and
  - forward one copy of the report to the principal for inclusion in the OSR;
- re-issue a psychological report that has been removed from the OSR only with parental permission;
- send all requests received from outside agencies or parent(s)/guardian(s) asking for information concerning a psychological assessment to the Chief Psychologist along with signed parental Consent to [Exchange Personal Student Information form](#);
- ask other school boards, social agencies or professional persons to complete the Consent to Exchange Personal Information form and forward it to the chief psychologist for processing; and
- retain a copy of each psychological report in a confidential Psychological Services file for 10 years past the student's 21<sup>st</sup> birthday.

*Psychological Services staff, Board Professional Support Services staff, Classroom and Special Education/Special Education Resource Teachers shall:*

- recognize that Psychological Services reports and third party psychological reports must be kept in the OSR for use by authorized personnel and can only be removed by the principal consistent with the Ministry of Education's Ontario Student Record Guidelines;
- recognize that removal of Psychological Services reports and third party psychological reports may be requested by Psychological Services staff, or by written request of the parent or student if an adult; and
- recognize that when removal of a psychological report has been requested and the report has been given to the parent/adult student or destroyed as outlined in the Ministry of Education's OSR Guidelines, it may not be re-issued to the school by Psychological Services staff except with parental consent.

*School staff shall:*

- make two copies of the signed Consent for Psychological Assessment form; and
  - send the original signed form to Psychological Services at the Community Education Centre (CEC) with the academic testing results and other pertinent information, such as but not limited to the In-School Team record,
  - file one copy in the Ontario Student Record (OSR), and
  - send one copy home to the parent(s)/guardian(s);

- recognize that Psychological Services reports and third party psychological reports must be kept in the OSR for use by authorized personnel and can only be removed by the principal consistent with the Ministry of Education's OSR Guidelines;
- recognize that removal of Psychological Services reports and third party psychological reports may be requested in writing by the parent(s)/guardian(s) or adult student;
- provide copies of reports to parent(s)/guardian(s) or the student once there has been verification and confirmation that the individual making the request has the right to the information; and
- recognize that when removal of a psychological report has been requested and the report has been given to the parent/adult student or destroyed as outlined in the Ministry of Education's OSR Guidelines, it may not be re-issued to the school by Psychological Services staff except with parental consent.

*Parent(s)/guardian(s) shall:*

- if they choose to proceed with psychological assessment, sign and return the Consent for Psychological Assessment form to the principal once they have completed the knowledgeable/informed consent process with the Psychological Services staff member;
- read the [Parent Guide for Psychological Assessment](#) brochure;
- understand that they can;
  - request a psychological consultation or assessment for their child,
  - refuse to sign the consent form for either psychological consultation and/or psychological assessment for their child,
  - place restrictions on their consent, and/or
  - withdraw their consent at any time during the process;
- **be aware that they may submit an independent psychological assessment;**
- understand that Psychological Services reports and third party psychological reports must be kept in the Ontario Student Record (ORS) for use by authorized personnel and can only be removed by the principal consistent with the Ministry of Education's OSR Guidelines;
- recognize that removal of Psychological Services reports and third party psychological reports may be requested in writing by the parent(s)/guardian(s) or student if an adult; and
- recognize that when removal of a psychological report has been requested and the report has been given to the parent/guardian/adult student or destroyed as outlined in the Ministry of Education's OSR Guidelines, it may not be re-issued to the school by Psychological Services staff except with parental consent.

*Students aged 12-17 shall:*

- understand that in rare instances, they may request psychological consultation by completing and submitting the [Self-Referral for Students Aged 12-17](#) form to principal, classroom teacher, or directly to the consulting Psychological Services staff member;
- understand that Psychological Services reports and third party psychological reports must be kept in the Ontario Student Record (ORS) for use by authorized personnel and can only be removed by the principal consistent with the Ministry of Education's OSR Guidelines;
- recognize that removal of Psychological Services reports and third party psychological reports may be requested in writing by the parent(s)/guardian(s) or student if an adult; and
- recognize that when removal of a psychological report has been requested and the report has been given to the parent(s)/guardian(s)/adult student or destroyed as outlined in the Ministry of Education's OSR Guidelines, it may not be re-issued to the school by Psychological Services staff except with parental consent.

*Community-Based Professionals shall:*

- understand that in rare instances, they may suggest a psychological consultation or assessment for a student to the parents or, with parental consent, directly to school staff.
- in rare instances, they may participate in In-school Teams or provide consultation or support as requested by parent(s)/guardian(s) and/or student.

**Department**

Student Services

**Procedure History**

Revised October 2001

Replaces Policy #355.0, Psychological Assessment

Revised 2009

Working Document June 2014

Revised March 2015

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