

SPECIAL FILES – CHEAT SHEET

Stapled to Left Side of File

- -Safety plans

Front of file, before tabs:

- Most recent: Student Record / Student Profile

Screenings / Placements

Consents / Referrals

- Parent acknowledgements/Consents
 - Authorization for release of info
 - Behavioral screening informed consent
- 1701 forms – Resource for Student Planning (A, B, C, D, E, F, G, H, Q, R)
- Kindergarten registration forms
- District student support referrals
- District screening notification form
- Funding eligibility for intellectual & learning categories
- Psycho-ed student background form
- Diabetes support plan
- Certificate of Eligibility for PRCVI
- BC children project referral
- Consultation request for student support
- POPARD Request for service package

Individual Education Plans

- Individual Education Plan
- IEP Progress Reports
- Record of Consultation
- Additional services & support checklist
- Students current level of functioning
- SBT (School Based Team) Meeting Minutes
- Kindergarten intake meeting minutes
- Learning disability instructional support planning process
- Student consultation summaries
- Learning assistance reports
- Behavior Plan
 - Behavior intervention plan
 - Behavior tracking chart
 - Problem behavior questionnaire
- Ministry of Education Instructional Support Planning Tool
- Outside district IEP plans

Testing

(Testing done, not the reports)

- Psycho-Educational assessment/testing
- Achievement assessment/testing
 - KTEA, WIAT, EFAR
- Scalescores
- Behavior assessment/testing:
 - ASEBA, BASC, CONORS, SNAP
- Checklist / screening tools for students who are deaf and hard of hearing
 - Audiology testing

- Functional listening evaluation
- SAID teacher checklist
- SIFTER (Screening Instrument for Targeting Educational Risk)
- SEAM (Student Expectations for Advocacy & Monitoring Hearing Technology)
- CHILD (Children's Home Inventory for Listening Difficulties)
- Minnesota Social Skills checklist of hearing – Pre-K to high school.

Reports / Assessments

OT / PT / SLP / Medical

- Reports and assessments from outside agencies
 - VICAN / CDBC
 - Family Physician / Pediatrician
 - BCAAN Clinical Outcome forms
- Behavioral screening reports
- OT reports
 - Initial consult
 - Oral feeding plan
 - Transfer list routine
 - End of year OT reports
- PT Reports
 - Individual Exercise plan
 - PT consult reports
- SLP Reports
 - Screening
 - Assessments
 - End of year
- Audiology Reports
 - VIHA or private
 - BC Children's Hospital
 - Sunny Hill
 - End of Year
- Vision Reports
 - BC Low Vision Project
 - VIHA / Sunny Hill
 - End of Year
- Nursing Support Documentation
 - VIHA delegated care letter
 - VIHA care plan
 - Request for administration of Physician
- POPARD Consult Summary / Site visit summary
- Communication skills assessment report
- Seizure tracker.com
- Medication effects rating scale

Correspondence / Misc

- Doctor correspondence/notes
- Threat/Violence reports
- Workplace Violence Assessment
- Parent emails