Student Services Module
Student Review

Introduction

The Student Review process may be initiated through selection of the student from the **Agenda** of the **School Based Team meeting**, or by selecting **Student Review** from the Student Services **Main Menu**.

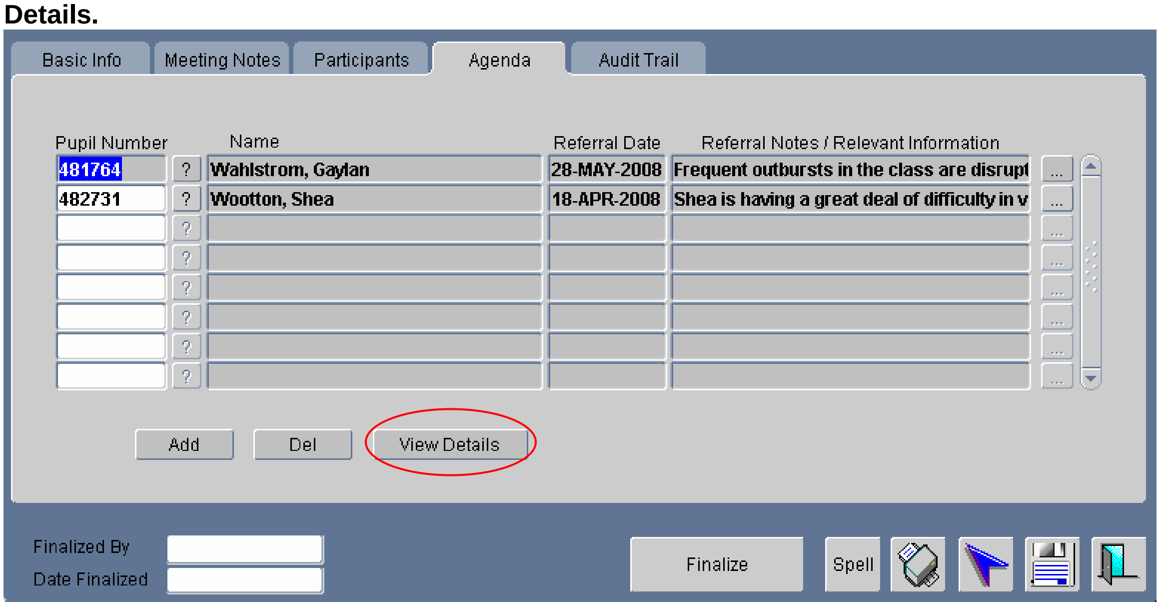
Once the Student Review process is initiated, it may have any of the following outcomes:

- No further action required by Student Services as the student doesn't meet the criteria for support at this time;
- Student does not meet the criteria for an eligibility, but will require support to be successful and Student Services will provide that support; or
- Student will meet the criteria for an eligibility and there will be assessment/consultation, follow up review, and screening for eligibility.

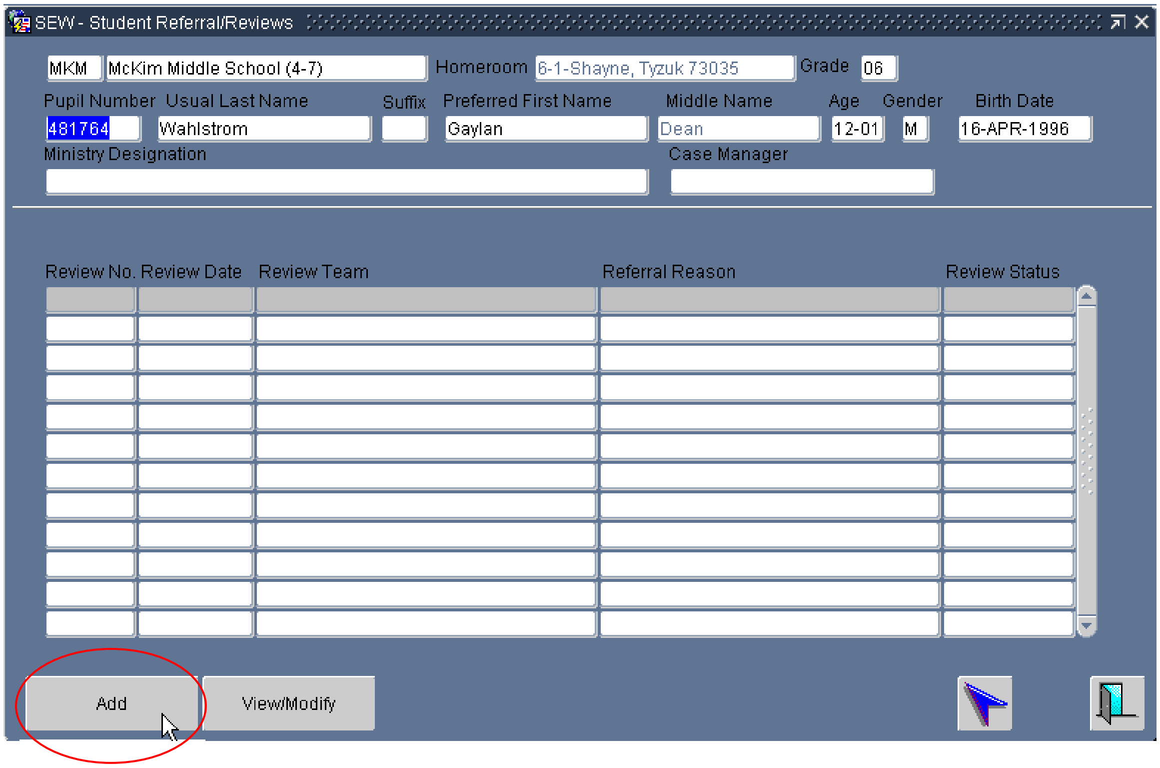
For all of the above scenarios, a history is created that remains with the student and the initial review steps are the same.

Student Review Details

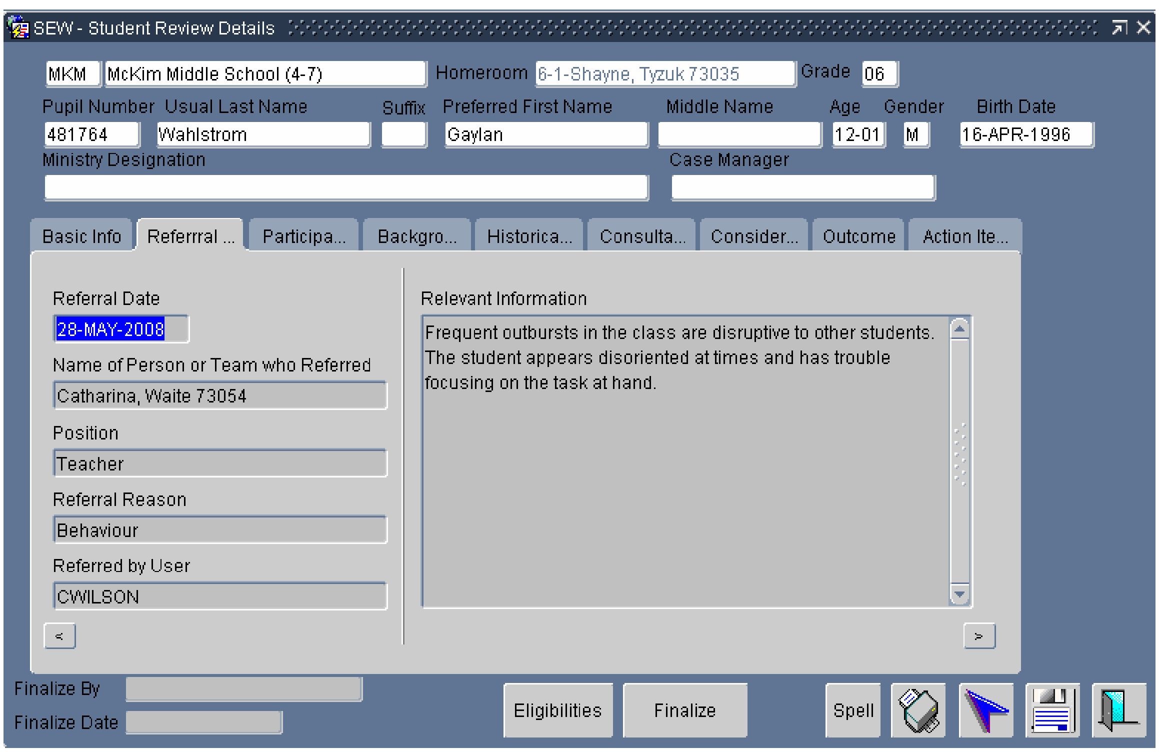
Select the student to be reviewed, from the meeting agenda, as illustrated below, and click **View Details.**



Otherwise, query the student on the start screen and go to **Student Reviews** on the Main Menu. As illustrated on the next page, the latter approach takes you first to the Student Referral/Reviews screen. There are no existing reviews, so click **Add** to begin the process.

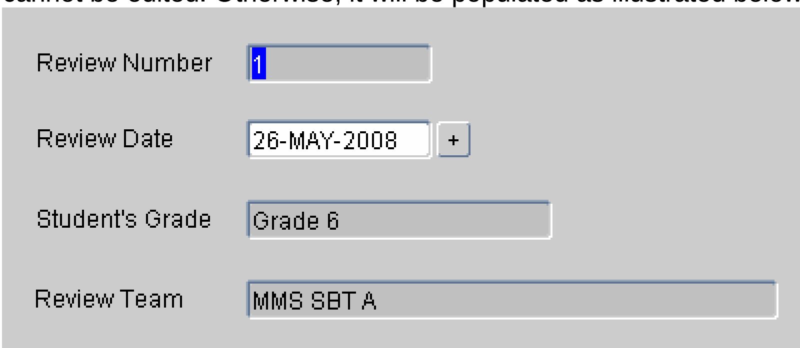


Note: Either method will bring you to the **Student Review Details** screen but, as illustrated in the following screenshot, the first approach will display the auto-populated **Referral tab** first, while the second takes you first to the **Basic Info** tab.



Basic Info tab

Info on this screen auto-populates but, if the user creates a Student Review by choosing Student Review from the Main Menu, then the Review Team field will remain blank as illustrated and cannot be edited. Otherwise, it will be populated as illustrated below:

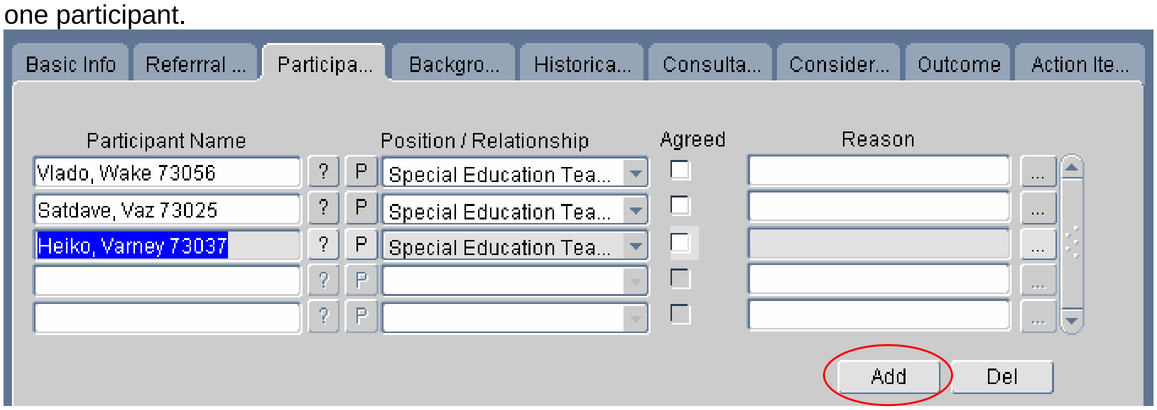


Referral tab

This screen is a copy of the Referral information if the student is being reviewed as a result of a Referral to a team having been created. If you are creating a Student Review record without a referral having been created, then this screen may be completed here to create a record of the reason the student is being reviewed and who referred the student for what reason.

Participants tab

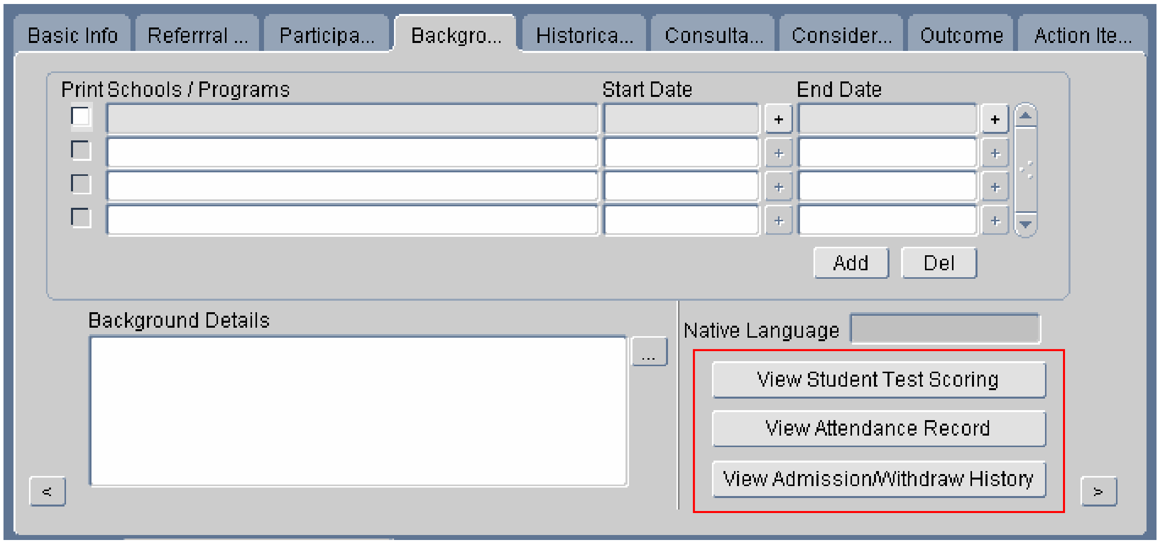
The student that is being reviewed through the team meeting process will have the core members of that team auto-populate the participant list, as illustrated. Otherwise, you must choose at least one participant.



Any additional persons who participated in the review meeting for this student may be added. **Position/Relationship** is a drop down list generated from regular BCeSIS Staff Maintenance. If you are adding a parent as a participant, you can shorten this process by clicking on the “P” and selecting the parent you wish to add from the list of parents that exist in regular BCeSIS for this student.

Reminder: In order to **Finalize** a Student Review, there must be at least one participant.

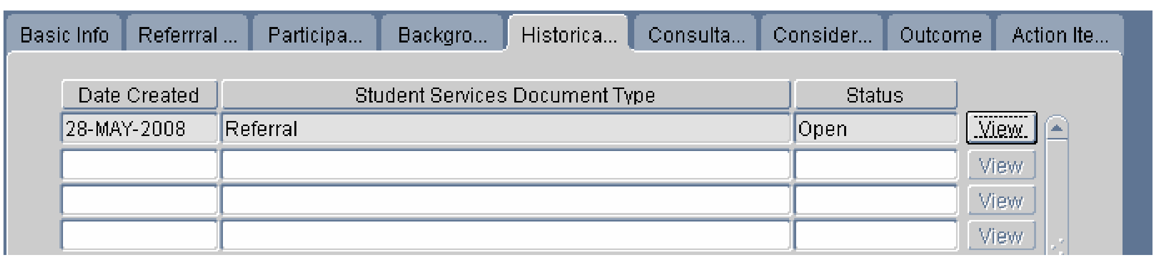
Background tab



This tab provides an opportunity to enter relevant history on the student when the student is being entered into BCeSIS Student Services Full for the first time. It is also an opportunity for the meeting participants to navigate easily to other information about the student that is stored in regular BCeSIS, e.g. Attendance Record, etc.

Historical Information tab

This section provides the team with a summary of all Student Services transactions related to the student that have been created using Student Services Full. This information is also accessible through the **Main Menu > Historical Information**. However, when a Student Review is taking place, this information would be reviewed by the team in any form available in order to make the most informed decision possible.



For each transaction on this screen (Referral, Review, IEP, etc.), the users are also able to view the full report by choosing the **View** button to the right of the listed transaction.

Consultation/Assessment tab

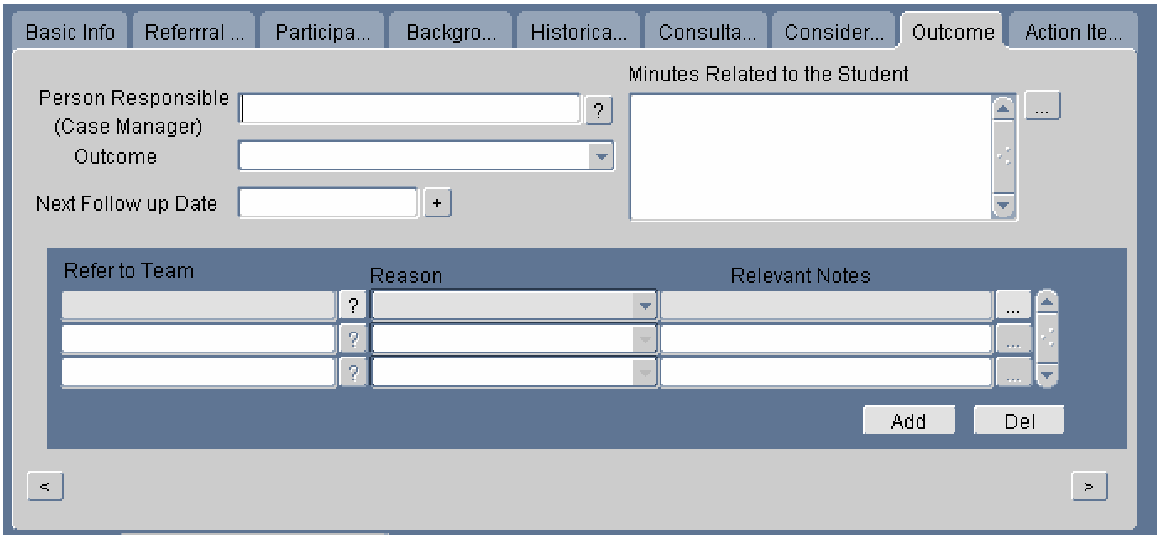
At this point in the process, the team will have made a decision about the potential eligibility of the student for any further Student Services. If the decision is that the student will not be continuing at all with Student Services, or that the student will require support but not meet eligibility requirements, this screen may be skipped and the team can move directly to the Outcomes tab.

However, if the team determines that student requires assessment for the purpose of determining potential eligibility; or assessment to determine the specific areas of support that will be required and the intensity of the support, then that process is initiated through this screen. The appropriate letter could also be generated for informing the parent (requesting permission –

depending upon policy and practice in your district) of the proposed assessment and the associated processes.

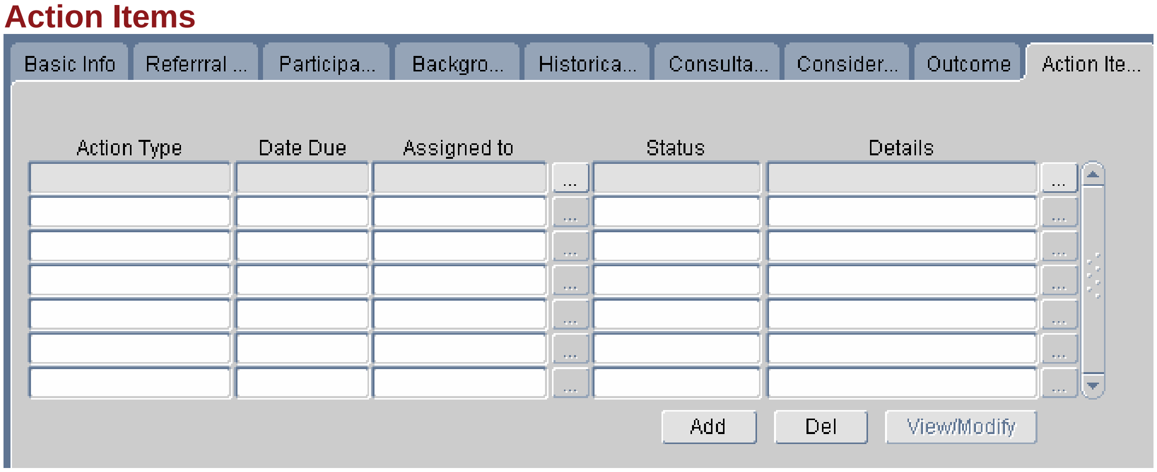
Students receiving medical, psychological, or other assessments through a private practitioner or outside agency can have relevant information entered in this section using the **Consultation** choice and then generating a letter requesting the sharing of information. (This and other letters available in this module will be covered in another reference guide.)

Outcomes tab



At this point in the review process, the team may continue and complete the outcomes for this review or divert and follow the assessment and letter process. Both the assessment and letter processes will be covered in another reference section, and we are going to complete the Review section by moving to Outcomes.

Action Items



Any Action Items identified by the Team can be entered here. See the Action Items reference guide for more information on this process.