

BRAVE LEARNERS PROGRAM

Document #1 – School Referral Package Checklist

STREAM OF PROGRAMMING:	Cool Kids	Selective Mutism
STUDENT NAME:		
SCHOOL:		
GRADE:		
CASE MANAGER:		

Compulsory Checklist: All documents listed below must be included to help provide a comprehensive understanding of the student’s social-emotional, behavioural, and cognitive functioning to accurately assess appropriateness for program support.

	School Based Team (SBT) has discussed and supports the referral, and SBT meeting minutes from the last three months are included
	<p>Parents are informed about the Brave Learners Program, and School Case Manager, with the Classroom Teacher and parent(s), fill out Document 4. Student Information for CYMH Intake (choose either Cool Kids or Selective Mutism Stream form). Document 5. District Release of Information also filled out. Originals are included in the referral package.</p> <p>CYMH must support the referral. The following must occur prior to continuing the referral process:</p> <p>Give copy of Document 4 and Document 5 to parent(s) to take to their local CYMH office on Intake day. Parent(s) will give both documents to CYMH Intake Clinician and inform about pursuing a referral for the Brave Learners Program. CYMH Intake Clinician will conduct screeners and complete an <i>Initial Supports and Services Plan (ISSP)</i>, which may include a recommendation for the Brave Learners Program, if deemed appropriate. The CYMH Intake Clinician will email <i>ISSP</i> and <i>Initial Mental Health Assessment (IMHA)</i> to Brave Learners Program Coordinator at bravelearners@surreyschools.ca.</p>

	School Case Manager fills out Document 2. Referral and attaches required documents
	Parent(s) provide permission to participate by filling out Document 3. Consent to Participate
	To understand the student’s cognitive profile, academic assessment is required. Although a Psych-Ed is recommended, B Level Assessment will suffice. <i>In extreme cases, Level A Assessment may be submitted.</i>
	Document 6. SM School Speech Questionnaire is filled out by the Classroom Teacher for Selective Mutism Stream referrals

Optional Checklist: *All documents listed below are optional, but preferred, to be included to help provide a comprehensive understanding of the student’s social-emotional, behavioural, and cognitive functioning to accurately assess appropriateness for program support.*

	A 333 (H designation) is recommended as it reflects the level of school supports already provided
	Any comprehensive mental health assessments confirming anxiety disorder
	Other relevant medical or psychological assessments
	Additional available evidence documents to support social-emotional functioning at school

Final Steps:

Along with this checklist ([Document 1. School Referral Package Checklist](#)), scan and email all referral supporting documents in **one PDF file** to bravelearners@surreyschools.ca.

Once received, the Program Coordinator will review the referral for completeness. If incomplete, the Program Coordinator will follow up with the school for missing documentation.

Where more information is needed, a representative from the school may be invited to present the student’s case to the Program Advisory Committee Referral Screening Meeting. These meetings are held at various times throughout the year.

If the Program Advisory Committee believes the program to be an appropriate service for the student, the Program Coordinator will contact the school to inform them the student has been accepted, as well as to set up a Program Intake Meeting to initiate services.