



4.3 Referrals to District-Based Team (DBT)

WHAT IS DISTRICT-BASED TEAM (DBT)?

For information on SBT and DBT, please see Inclusive Education Procedures

- 4.1 School- and District-Based Team Overview
- 4.2 School-Based Team (SBT) Procedure

HOW TO REFER TO DBT:

- All requests/referrals to DBT can be submitted using the [DBT REFERRAL FORM](#).
- Please ensure required documentation is sent to clerical.inc@sd8.bc.ca
- Note that Inclusive Education clerical will print and include for DBT the following documents (*the school team does **not** have to print/scan/email any of the following documents as they will be added prior to DBT review*):
 - ✓ IEP (as applicable)
 - ✓ Attendance records for this school year
 - ✓ Last two learning updates
 - ✓ Any prior medical/professional assessments stored in Laserfiche
 - ✓ ELP, ENP, FSA data, as applicable
 - ✓ Graduation verification, as applicable

Please review the information below and ensure all documentation required from the schools is submitted to clerical.inc@sd8.bc.ca at the same time as the DBT referral:



REFERRAL REASON:	REQUIRED DOCUMENTATION FROM SCHOOL
<p>TIER IV COORDINATED SUPPORT:</p> <p><i>Referral to DBT for support with a student demonstrating significant need beyond what the school team is able to meet after utilizing all appropriate interventions and supports.</i></p>	<ul style="list-style-type: none"> ✓ SBT NOTES (please only include the referred student’s information) ✓ Behavior tracking and behavior plan, as applicable. <i>Ensure any behavior tracking or plans are completed on the templates in Section 8 of the Inclusive Education Procedures.</i> ✓ Any medical or professional assessments/reports not stored in district Laserfiche (i.e. any reports obtained since the binder was last approved/reviewed at district) ✓ Any other notes or documentation that support the referral
<p>TIER III+ COORDINATED SUPPORT:</p> <p><i>A student demonstrating high need beyond what the school team is able to meet after utilizing all appropriate interventions and supports. Note this referral is for consultation and team support via the DISC (District Inclusion Support Coordinator)</i></p>	<ul style="list-style-type: none"> ✓ SBT NOTES (please only include the referred student’s information) ✓ Behavior tracking and behavior plan, as applicable <i>Ensure any behavior tracking or plans are completed on the templates in Section 8 of the Inclusive Education Procedures.</i> ✓ Any medical or professional assessments/reports not stored in district Laserfiche (i.e. any reports obtained since the binder was last approved/reviewed at district) ✓ Any other notes or documentation that support the referral
<p>REFERRAL FOR PSYCHOEDUCATIONAL ASSESSMENT <i>(including updated assessments for CLBC)</i></p>	<ul style="list-style-type: none"> ✓ Please see Inclusive Education Procedure 4.3.1 SBT Referrals for Psychoeducational Testing



REFERRAL REASON:	REQUIRED DOCUMENTATION FROM SCHOOL
<p>REQUEST FOR EVERGREEN DIPLOMA APPROVAL</p>	<ul style="list-style-type: none"> ✓ Please ensure the school team has carefully reviewed: <i>AP 3402 - British Columbia School Completion (Evergreen) Certificate</i> ✓ Please complete and send: <i>Administrative Procedure Appendix 3402 - British Columbia School Completion (Evergreen) Referral Form</i> ✓ Please ensure the IEP is updated to reflect the student's replacement curriculum
<p>REFERRAL TO REACH OR SEQUOIA</p>	<ul style="list-style-type: none"> ✓ <u>SBT NOTES</u> - at least three months of RTI tracking in relation to the area of concern (i.e. tracking of targeted literacy interventions if the area of concern is a potential LD in reading) ✓ Behavior tracking and/or behavior plans, as applicable ✓ Any medical or professional assessments/reports not stored in district Laserfiche (i.e. any reports obtained since the binder was last approved/reviewed at district) ✓ Any other notes or documentation that support the referral
<p>PARTIAL DAY SCHEDULE FORM SUBMISSION</p>	<ul style="list-style-type: none"> ✓ Completed Inclusive Education Procedure: 2.4 Partial Day Program for Students Form ✓ SBT NOTES documenting support plans and efforts to move student towards full schedule ✓ Behavior tracking and/or behavior plans, as applicable ✓ Any other notes or documentation that support the rationale for a partial day schedule
<p>RESTRAINT OR SECLUSION FORM SUBMISSION</p>	<ul style="list-style-type: none"> ✓ Please ensure the school team has carefully reviewed: <i>Inclusive Education Procedure 8.8 Physical Restraint and Seclusion Information</i> ✓ Please complete and send: <i>Inclusive Education Procedure 8.9: Record of Nonviolent Crisis Intervention of a Student</i> ✓ SBT NOTES documenting behavioral supports and interventions ✓ Behavior tracking and/or behavior plans ✓ Any other notes or documentation that support the rationale for the use of restraint and seclusion