



301.4AP Specialized Assessments

APPROVED: 2020.05.13 (2012.06.20) (1996.08.21)

AMENDED: 2020.05.04 (2007.04.18)

REVIEWED: 2020.01.21

LEGAL REFERENCE:

- Alberta Education Guide to Education K-12
- FOIPP Act
- Standards for Special Education (2004)
 - Information Bulletin on Standards for Special Education (2004)
- Standards for Psycho-educational Assessment (1994)

CROSS REFERENCE

- [201.6AP Student Records](#)
 - [302.4AP Inclusive Learning Program](#)
-

PROCEDURES:

1. Schools shall normally keep two kinds of files within the student record portfolio, a "Student Record" and a "Confidential File".
2. A specialized assessment program to identify students with diverse learning needs may include Level A, B and/or C achievement, psycho-educational, social/emotional and behavioural assessments, as well as other discipline-specific assessments that may assist in determining appropriate educational programming, and/or services/supports for students with diverse learning needs.
3. Assessment reports will be kept in the Student Record file of the Student Record Portfolio. Summaries of these assessment results shall be recorded in the appropriate section of the Student Record Portfolio.
4. Classroom teachers will record the results of specialized assessments in the Student Record Portfolio. The inclusive learning teacher, and/or the classroom teacher is responsible to ensure the student's Student Record Portfolio is maintained.

- 4.1 Classroom teacher duties are to ensure a copy of any current year's specialized academic, psycho-educational, social/emotional, and/or behavioural assessments and reports are filed and the results contained therein are recorded on the appropriate section of the Student Record Portfolio.
 - 4.2 Inclusive learning teachers, where available in a school, shall assume the duties as indicated in 4.1
5. Informed parental consent and exchange/ release of information for specialized assessments will be obtained in writing prior to any assessment being undertaken.
6. Teachers will make the necessary specialized assessment referrals by completing the applicable referral form.
7. Individual testing will be administered, scored and debriefed by qualified personnel.
8. Results of specialized assessments will be communicated to the parents, staff, and where appropriate the student. Results will only be discussed with non-school personnel provided the parent has signed the required consent and exchange/release of information form.
9. Any information, verbal or written, regarding any student may be released only if the required exchange/release of information form has been signed by the parent or guardian and is on file. The exchange/release form shall indicate the type of involvement the individual or agency has with the student.
10. The exchange/release of information form shall specify the individuals or agencies that are permitted access to student information.
11. The exchange/release of information form shall be filed in the Student Record Portfolio.
12. Parents may obtain copies of the specialized assessment results by making a request to the school principal, as per BTPS admin procedure 201.6AP Student Records.
13. Should a parent not wish to have a copy of the report, but wishes to review the report(s) contained in the student's Student Record Portfolio, provision must be made for a qualified individual to be available to interpret the specialized assessment results to the parent.
14. Following the discussion of the assessment, a draft individual program plan will be developed if required. Individual program plans may be developed and/or modified at any time based on information regarding student needs.