



Path: Main Menu > Refer to School Based Team

Students are referred for review, for example to a **School Based Team (SBT)**. A classroom teacher has observed exceptionalities in a student's learning and/or behaviour and, after attempting standard interventions, has consulted with the appropriate Student Services personnel who then queries the student on the **Student Services Start Screen** and enters the referral information.

Note: Depending on district policies/practices, teachers may have access to refer students directly.

Student demographic data from BCeSIS is displayed at the top of the Refer To School Based Team screen

The Ministry Designation field is blank because the process towards determining eligibility is just beginning

Referral Number is auto-generated. Another referral exists for this student!

Referral Date is auto-generated. Use + to change.

Referral Type – Initial, Subsequent, or Transfer In

Case Manager is blank because one has yet to be assigned

Referral Reason – see next page for list of values

Text entry popup – available on many memo fields for ease of use!

Position – See next page for list of values.

Exit button is standard throughout BCeSIS v10.1

Submit button – see Step 3 below.

Can be selected from Staff Maintenance screen in BCeSIS using ? button OR enter manually – see Step 2 below

Not currently working - copy and paste from Word et al

Navigate button allows access to other screens according to security role

Steps:

1. Enter all applicable data, including any **Relevant Information** for the SBT to consider.
2. Clicking **Submit** adds the student being referred to a list of students that make up the agenda for the next SBT meeting.

Note: After a referral is submitted, it can't be edited or deleted. The record can be viewed, read only, via the **Historical Info** screen.

3. Type in the student id and your initials when prompted. Click OK.



Refer to School Based Team – more info:

SEW - Refer To School Based Team

HSS Houston Secondary Homeroom TAG 16-Herta, Vermette 20338 Grade 10

Pupil Number 221008 Usual Last Name Colman Suffix Preferred First Name Brian Middle Name Jemal Age 16-11 Gender M Birth Date 23-JUL-1990

Ministry Designation Case Manager

Basic Info

Referral Number 2

Referral Date 18-SEP-2007 **+**

Referral Type Initial

Name of Person Initiating the Referral Sasha, Wolski 20339 ?

Position Teacher

Refer to Team Houston Secondary - School B...

Referral Reason Behaviour

Relevant Information
Frequent outbursts in the classroom are disruptive fellow students. The student appears disoriented and unable to focus on the task at hand.

Submit Spell

Calendar button –
standard throughout
BCeSIS v10.1

Referral Reason values:
Academic
Adaptive
Behaviour
Cognitive
Communication
Developmental
Health/Medical
Physical (gross or fine motor)
Sensory
Social

Position values:
This list is drawn from the
list of position values used
in the Staff Maintenance of
regular eSIS.

Refer to Team:
May refer to any teams that your
district has created or to which
you have access: e.g. School
Based Team, Screening Team
and Inter-Agency Team