



Learning Services

23000 – 116 Avenue,
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Telephone: (604) 467-1101 Fax: 467-7079

OT Referral Process

1. Before initiating consultation with your school OT, use OT resources on the Learning Services (LS) website for strategies to support student needs. Website link is in our email signatures or here: <https://ls.sd42.ca/opt-resources-for-school/>
 - a. **Sensory needs:** Please see Sensory Page on OT Website. School team to reference Universal Sensory Strategies & School Sensory Packages and implement relevant strategies prior to initiating an OT referral. *OT can help determine a starting place for universal strategies upon request, without an OT referral.*
 - b. **Fine motor needs:** Please see Fine Motor resources on OT website and informally consult the OT as needed to help guide strategies.
 - c. **Pediatrician/specialist reports:** Often physicians will recommend students be referred to school OT or PT. This does not mean the referral is appropriate/necessary; please check with your school therapist directly.
2. If needs persist, student should be brought forward to a School Based Team meeting to further brainstorm and tailor strategies, prior to considering a referral to OT. Consider inviting school OT to attend SBT for students with complex and/or priority needs. Implement strategies and action plan identified in SBT meeting.
3. If OT needs remain a priority, support teachers (ST) to contact school OT to schedule a pre-referral consult.
4. If a formal referral is approved by your school therapist, they will assist you to complete the formal LS referral form. Once the OT plan is determined, ST will obtain parent consent. OT signature is required before it is submitted to LS. OT will either sign off on the referral form (if we are at the school) or send an email with approval to ST and LS admin. ST to indicate 'approved via email' in signature box beside therapist name and attach email to referral.
5. If a referral comes into LS **without** an OT signature, and no email attached, then the referral will not be processed. LS will contact ST to follow up directly with the therapist regarding student needs.