

TRANSFER OF INFORMATION

Cognitive Assessment from Elementary School to High School

The procedure for transferring information about cognitive assessments from the elementary school to the high school for students who are referred to high school learning assistance programs is as follows:

1. The elementary learning assistance teacher shares relevant educational information about the student who is being referred to a high school learning assistance program with the parents and the student.
2. If the information from the cognitive assessment is relevant to further educational planning, the elementary learning assistance teacher has the parent complete a **Release of Confidential Information** form requesting that the results of these assessments be sent to the receiving high school.
3. The consent form is kept with the Transition to High School Learning Assistance Program form that will be received by the high school learning assistance teacher.
4. The high school learning assistance teacher when deciding on programming for that student may send the request for the release of the cognitive test results to Student Services at the board office (Fern) and a copy of the report will be sent to the high school.