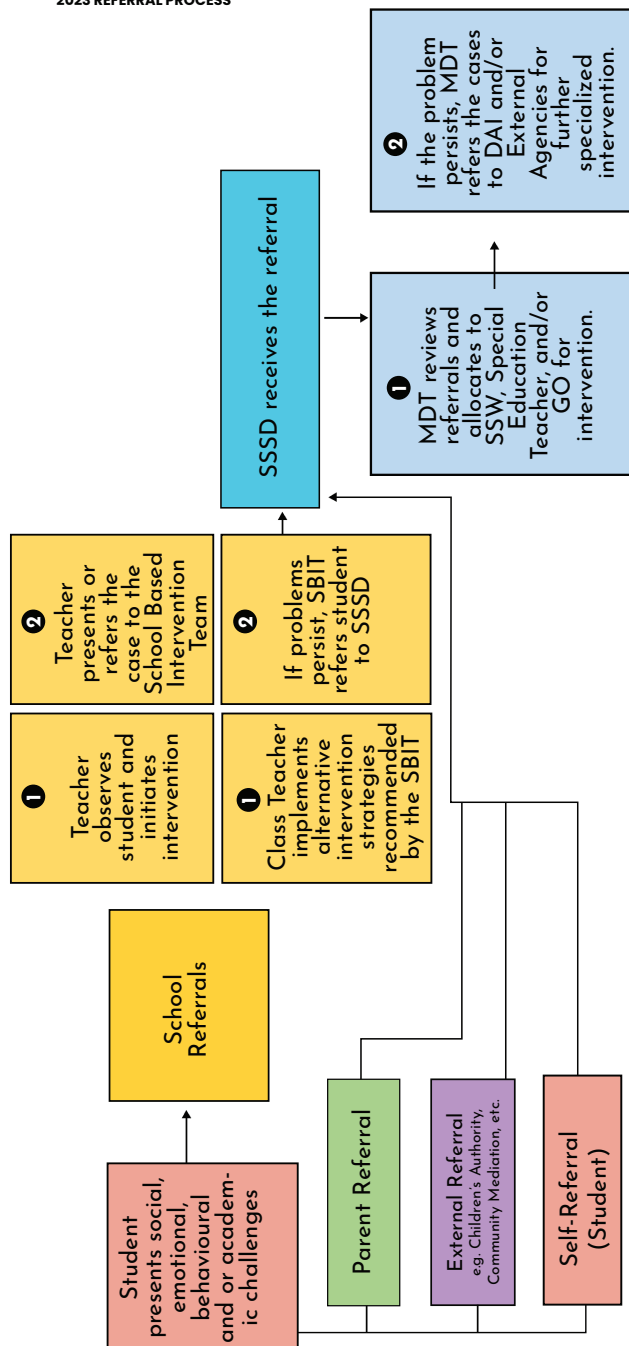


School Referral Process

2023 REFERRAL PROCESS



Contact Information

Email address:

studentsupportservices@moe.gov.tt

Telephone: 622 - 2181

Units	Extension
Guidance and Counselling.....	1035
School Social Work.....	1036
Special Education.....	1055
Developmental Assessment and Intervention.....	1052
Administration.....	1034

-  @MoEduTT
-  www.moe.gov.tt
-  facebook/MoeEduTT
-  @ministryofeducationtt
-  @MinistryofEducation-TT



Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

STUDENT SUPPORT SERVICES DIVISION

S.S.S.D

MISSION

To provide on-going support for all students to maximise their learning potential, do well at school, achieve their capabilities and develop holistically.

VISION

All learners are effectively supported in their process of learning.



Student Support Services Division (SSSD)

There are four main units in SSSD:

1. Guidance and Counselling

The Guidance and Counselling, as an education-based discipline, is focused on supporting all students in the areas of their personal-social, academic and career development. Guidance Officers/Counsellors prioritize preventative and developmental work with all students at primary and secondary schools.

Some of the services provided include:

- ▶ Group/classroom Guidance in the three domains: Academic, Career, and Personal Social.
- ▶ Educational Advising
- ▶ Career Advising
- ▶ Select /Targeted Intervention through Counselling
- ▶ Consultation
- ▶ Management of Referrals
- ▶ Information Dissemination
- ▶ Parent Education
- ▶ Teacher Education
- ▶ Coordination of Learning Enhancement Centre

2. Developmental Assessment, and Intervention

Clinical Psychologists provide intense psychological support for students experiencing developmental, emotional, and intellectual challenges. School Psychologists work to support students and teachers in the process of building academic competencies and fostering supportive systems. Both specializations facilitate psychoeducational assessments. Behavior Specialists support students' development of positive behavior practices that can result in academic, social, and emotional success.

Through ongoing collaboration with SSSD Multi-Disciplinary Team (MDT), the DAIU provides interventions that mitigate academic challenges, psychological distress and/or disorders. Students can benefit from the following services:

- ▶ Psycho-educational and Psychological Evaluations
- ▶ Consultations
- ▶ Functional Behavioral Assessments
- ▶ Behavior Modification Therapy
- ▶ Psychotherapeutic Support

3. Special Education

The Special Education Unit offers diagnostic screening, assessment, and intervention services for students with Special Education Needs (SEN), primarily via a school-based system of service delivery. The services provided are aimed at identifying and supporting students with disabilities and other special needs. The services are also designed to ensure that students with SEN benefit from equitable access to educational opportunities available to all students.

These services include:

- ▶ School Based-Needs Assessment
- ▶ Referral Management
- ▶ Diagnostic Screening and Pre-Referral Intervention
- ▶ Curriculum Based and Standard Assessment
- ▶ Curriculum-based Support and Intervention
- ▶ Client Consultation and Advocacy
- ▶ Development, Implementation and Coordination of Individualized Education Programmes
- ▶ Specialized and Therapeutic Interventions
- ▶ Curricular Accommodations/Modifications
- ▶ The Management and Administration of Special Concessions
- ▶ Coordination of Alternative and Special Placement Services
- ▶ Transition Planning and Services

- ▶ Management of Special Needs Grants for Private Special Schools
- ▶ Monitoring and Supervision of Public and Private Special Schools
- ▶ Consultation and Engagement with Internal and External Stakeholders

4. School Social Work

The School Social Workers (SSW) are the link between students, schools, parents, communities, governmental social services agencies, and other civil societies as they advocate on behalf of students. They provide psychosocial /educational intervention in the lives of students, families, teachers, and communities.

School Social Workers provide assessments and targeted intervention to assist students and families to remove psychosocial barriers so students can reach their fullest potential.

Some of the services provided include, but are not limited to:

- ▶ Crisis Intervention
- ▶ Parenting in Education
- ▶ Teacher Information Session
- ▶ Home Visits
- ▶ Individual and Group Counselling
- ▶ Advocacy
- ▶ Networking
- ▶ Community Engagement
- ▶ External Referrals
- ▶ Family Intervention
- ▶ Consultations
- ▶ Care and Protection of Students

Accessing SSSD Intervention

Students displaying learning/academic, behavioral, physical, and social/ emotional challenges can be referred to the SSSD by teachers, principals, and parents. Once referred, the file is submitted to the Multi-Disciplinary Team (MDT) for deliberation and case management assignment.