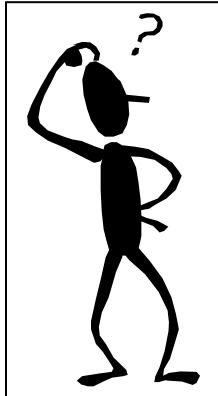




INSTRUCTIONS FOR SUBMITTING A SHOS REFERRAL:



If you have any questions, please call

Tom Hope, SHOS Intake Resource Coordinator
(403) 314-5274

- School contact discusses potential SHOS referral with Director of Student Services **PRIOR** to completing SHOS forms.
- School and Parents discuss identified school concerns and agree to SHOS referral.
- School provides parents with **Parent Input and Consent Forms** and **Parent / Guardian Introduction Letter**.

School completes **School Referral Form**

Parents / Guardian complete **Parent Input and Consent Forms**

All forms, copies of previous assessments, IPP and a school calendar are sent to the Director of Student Services
(Private Schools: Package is sent directly to SHOS Intake Resource Coordinator)

The **Director of Student Services (designated school contact for private schools)** approves referral and forwards all documents to the SHOS Intake Resource Coordinator

By FAX: **(403) 314-5230**
By MAIL: **Attn: SHOS Intake Resource Coordinator**
49th Street Community Health Centre
Bay A, 4755 49th Street
Red Deer, AB T4N 1T6

SHOS Intake Resource Coordinator contacts School Contact identified on School Referral Form once the referral is received from the Director of Student Services (or Designated School Contact for Private schools)