

**Referral to the  
Provincial Education Review Committee for Deaf Students  
(PERCD)  
Checklist for School Districts**

**Pre-referral**

- Assess the student's needs in their current program; discuss with parents
- Assess the student's speech and language development (speech and language pathology assessment report preferred)
- Carry out a psycho-educational assessment or access recent (within two years) assessments from Sunny Hill or Children's Hospital\*
- Ensure there is a current audiogram by a qualified audiologist (carried out both with hearing aids and without hearing aids preferred)
- Consult with the Outreach Provincial Resource Program about how to address the needs of the student in the home district
- Discuss all assessment information with parents
- Discuss the student's needs with district staff, including the person responsible for administering special education services in the district
- Determine the criteria upon which the student might be referred to PERCD and whether the student's needs might meet the PERCD criteria for eligibility (listed at [www.bced.gov.bc.ca/specialed/percd\\_tor.pdf](http://www.bced.gov.bc.ca/specialed/percd_tor.pdf))
- Consider whether it is appropriate for family to visit the various Provincial Resource Programs to observe; caution parents that the student may not be eligible for the programs

\*Reports from a psychologist, developmental paediatrician or other qualified professional who can comment on developmental status of the student and describe comprehensively the extent of any additional learning, developmental, or behavioural issues.

**Referral**

- Contact the secretariat for PERCD to obtain the current referral package; this material has changed over the years

PERCD Secretariat  
Provincial Outreach Program for Deaf and Hard of Hearing Students  
4446 Watling Street  
Burnaby BC V5J 5H3  
Telephone: (604) 664-8300  
TTY: (604) 664-8304  
Facsimile: (604) 664-8308

- Discuss the role of PERCD with parents and provide parents with a copy of the Ministry pamphlet
- Complete the necessary forms and submit these and copies of assessment documents to the secretariat (materials must be received by the secretariat at least two weeks before a PERCD meeting date for the student to be placed on the agenda)
- Ensure forms are signed by appropriate district staff
- Inform the parents and other relevant staff and arrange for them to be guests at PERCD at the appointed date and time once the secretariat indicates that the student has been placed on a PERCD agenda
- Provide the secretariat with the names and titles of the guests, any telephone conference guests, and other necessary meeting arrangements such as interpreting or translating

### **The PERCD Meeting**

- Provide PERCD members with information about the student's needs and why the district is **unable** to provide a program to meet these needs; Provincial Resource Programs are not "choice" programs
- Provide anecdotal information that augments the written documents and assessment reports
- Make sure the parents understand that the PERCD decision will be provided to the district, and that the district is responsible for informing parents of the decision as soon as feasible after receiving the message from the chair of PERCD

### **After the PERCD Meeting**

- Inform parents of PERCD decision, whether student is eligible or not eligible
- Provide parents with their copy of the letter from the chair of PERCD to the district superintendent that follows about 10 days after the meeting
- If student is not eligible, discuss with parents the plans to address the student's need in the district
- If eligible, make application to the appropriate Provincial Resource Program signalling the student's intention to enrol
- Discuss with the principal of the Provincial Resource Program whether or not the resources are currently available to accommodate the student's needs (the program may not be available until the following school year)
- If the student lives at a distance from the program and the family is interested in their child being housed in Burnaby during the week, inform the parent how to apply for accommodation in the Victory Hill Residence

## Review of PERCD decisions

*The special education services administrator or superintendent of a school district may ask for a review of a PERCD decision if they wish to appeal based on new information:*

- District must determine the reason they wish to appeal a PERCD decision that a student is not eligible for a Provincial Resource Program
- The special education services administrator or superintendent of a school district must make a written submission to the secretariat stating the reason the district is asking for a review; for example, new assessment information not available at the PERCD meeting
- Submit any new information to the secretariat for the committee's consideration
- If requested by PERCD, send a district representative to a PERCD meeting to explain any new information
- Inform the parent of the outcome of the review and the committee's review of its decision
- If the district still disagrees with the second decision of PERCD, the special education services administrator or superintendent of a school district may appeal by making a written submission to the Ministry of Education:

Ministry of Education  
PO Box 9159 STN PROV GOVT  
Victoria BC V8W 9H3  
or facsimile: (250) 356-8322  
Email: [EDUC.DiversityandEquity@gov.bc.ca](mailto:EDUC.DiversityandEquity@gov.bc.ca)