

INFORMATION GATHERING SHEET

Prior to making an application for referring a student to Special Education Unit (SEU), a discussion on the student's concern needs to be conducted between school and officers from SEU (SEN Manager and Support Services). Please use this 'Information Gathering Sheet' as the basis for discussion.

Name of student:

School:

Year:

School attendance: regular/irregular (please circle)

Support received by student

Whole school

- How is support provided?
- How frequent is the support? How many sessions per week? Duration per session
- What is the outcome of this support?

In the classroom

- How is support provided?
- How frequent is the support?
- What is the outcome of this support?

By SENA teacher

- How many sessions per week? Duration per session
- Is the student taught individually or in small groups?
- What is the outcome of this support?

CURRENT SKILL LEVEL

1. Literacy skills – for both Malay Language and English Language
 - Reading – Please describe student's reading skills (fluency, speed, decoding etc) . Which passage can the student read better – English Language or Malay Language?
 - Reading comprehension
 - Level 1 questions – Recall (e.g. What? Who? Where? etc)
 - Level 2 questions – Analysis (e.g. interpret the situation, how? Why? More than one answer etc)

- Level 3 questions – Synthesis (e.g. answers are beyond the passage, no right and wrong answers)
 - Writing skills
 - Spelling
 - Sentence structures
 - Paragraphs
 - Punctuations
- 2. Numeracy skills
 - Operations
 - Word problems
- 3. Communication skills
- 4. Behaviour (if applicable)
- 5. Life skills (if applicable)
- 6. Braille (if applicable)
 - Read – how many words per minute?
 - Write – how many words per minute?
- 7. Sign Language (if applicable)
 - Fluency

ACCESS IN PRACTICE

- Please state the access in practice (*e.g. Ahmad is using a word processor in the classroom. He is still learning to use a word processor hence his typing speed is slow. He is allowed to complete his task at home*)
- How long has this access been in practice?

EXPECTED OUTCOMES FOR MAKING THIS REFERRAL

Please state the reason(s) and expectation(s) from the referral

Discussion attended by –

Date -