

SET-BC Service Delivery Model

District Request for Service

Each school district can complete and submit **ONE** annual District Request for Service. The purpose of the DRFS is to identify the services being requested in all three tiers for the coming school year. A SET-BC service coordinator will meet with each district planning team in May, June or September to facilitate completion of the District Request for Service form. **It is recommended that district teams schedule their DRFS meetings for some time in early May** to facilitate the earliest possible start of service delivery in the next school year.

The final deadline for submission of the District Request for Service is September 30th for that school year. Once the district team has submitted the DRFS it goes through the SET-BC Provincial Review process. The Provincial Review will approve the requests that can be supported.

*** It is important to note that district teams are NOT obligated to request services in all three tiers in any given year. For example, if a district already has a full schedule of professional development activities planned, the team may not require any Tier 1 services for that year. If a district does not need to use all of their Tier 3 allocations for complex needs students, they can simply request those services for the teams that do require that support. The model allows for the type of flexibility that supports changing district- and school-based needs from year to year.

***It is also important to note that only **ONE** District Request for Service from each district will be put through the Provincial Review process for each school year. Practically this means that district teams cannot submit partially completed DRFS forms expecting to add additional service requests at a later time. If a district team is not ready to complete the District Request for Service for all services being requested, the meeting date should be postponed until such time as the team feels ready for identifying requests in all three tiers.

As the majority of district teams will be completing the District Request for Service in May and early June, the question arises as to what happens if there is a change in staff members or students over the summer. For example, in September, a team that has been identified to receive Tier 3 services discovers that the complex student they were supporting has moved to another district. For both Tier 2 classroom-based solutions and Tier 3 student-based solutions, the SET-BC service coordinator will contact the identified key contact to confirm that what was planned in the CAP (assuming it happened in May/June) is still appropriate. If something has changed, the SET-BC service coordinator will contact the district planning team to discuss what alternate service options are available. Please see Service Delivery Model Overview and FAQ sections for more information on District Requests for Service.