**Case Intake and Closure Procedure for Term 4**

**Rationale:**

RTLB cases will be closed at the end of term 4 in preparation for MOE data collection, except where:

* A new case is allocated in T4
* A Request for Service is around transition
* There is discussion with PL

**Requests for Service**

New cases are unable to be allocated beyond week 5 term 4, therefore the final R4S meeting will be week 3.

R4S received beyond week 3 term 4 will be considered on a case by case basis by RTLB leadership.

Transition:

* Where a R4S around transition is received in T4, we expect to close this case in week 5 T1.
* If the new teacher requires support in the new year, a new referral is made.
* Transition cases are able to be monitored until week 5 term 1.

RTLB Funding

* If RTLB funding is required to support the transition plan, then 2 RTLB funding applications may need to be made across the two schools involved.

HLN cases:

* PL / CM will print off the list of all students identified as HLN at the end of each year.
* All HLN cases will be closed at the end of the year. The closure report will summarise the years progress against the set goals.
* HLN cases requiring support in the new year will be reopened in the new year without another referral, but as a new case.
* The RTLB will facilitate the updating of the new referral information (new teacher etc).
* HLN cases who are needing support with transition we will stay open as a transition case and close in week 5 Term 1.