

K-12 SAP

Forms Handbook

Non-Public Schools Program

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Referral

Contains:

- Student Information Sheet (S.I.F.)
- Prior Intervention Checklist

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Case Manager Forms

(DATA COLLECTION)

Contains:

- Case Manager Checklist
- SAP File Requirements
- Student Information Form (S.I.F.)-should give to at least 2 other teachers to complete
- S.I.F. Counselor
- S.I.F. Nurse
- Whole Child Summary Form
- Goal & Skill Development Form
- Record of Parent Contacts & Outcomes

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Parent Consent

Contains:

- K-12 SAP Letter
- K-12 SAP Parent Consent Form
- K-12 SAP Parent Consent Form (Alternative)
- FERPA Notification
- Parent Checklist

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SAP Coordinator Forms

Contains:

- SAP Team Meeting Agenda
- Release of Information
- Staff Referral Feedback Form
- Follow-up Observation Sheet
- SAP Assessment Refusal Form (School District Evaluations, Behavioral Assessments, Developmental Assessments)
- SAP Screening-High School ONLY
- Maintenance & Transfer of SAP Records Policy
- PDE 4092

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SAP Team

Satisfaction Surveys

(Team Maintenance)

Contains:

- Components & Indicators of Effective SAP's
- SAP Team Member Satisfaction Survey
- Staff Satisfaction Survey
- Parent Satisfaction Survey
- Student Participation Satisfaction Survey

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Resources

Contains:

- NPSP Service Providers Handbook
- <http://www.pa211sw.org/>
- Allegheny County DHS Resource Guide
- Dealing with the Death of a Parent