

THANK YOU VERY MUCH FOR THE REFERRAL!

**Student Assistance Program  
Staff Referral Feedback Form**

To: \_\_\_\_\_

From: \_\_\_\_\_

Thank you for your recent referral to the Student Assistance Team regarding \_\_\_\_\_  
The information noted below provides the status of our work and the actions that have been taken by the SAP Team:

- We have begun the information gathering process.
- Contact has been made with the parent.
- We have discussed concerns with the student
- We have requested a consultation with administration to further discuss concerns.
- We have recommended participation in one of our school's support programs (i.e. School Counselor; Reading/Math Program; Speech/Language Program) to the parent and student.
- After completing a thorough information gathering process the SAP Team has decided no action needs to be taken at the present time; *however, we will continue to monitor this student's progress.*
- Other: \_\_\_\_\_

**Please note:**

If additional help is needed with strategies for challenging behaviors, please contact me at \_\_\_\_\_.

If you have additional information that would be helpful to the SAP Team, please contact \_\_\_\_\_ at \_\_\_\_\_.

Any further information requested will be provided within the confines of privacy and confidentiality. The SAP Team Coordinator can be reached at \_\_\_\_\_.