

Student Assistance Program

Student: _____

Grade: _____

Required SAP File Documents	Date:
Referral form with reason for referral (should only include observable behaviors, not opinion and hearsay)	
Date and SAP team action	
Date and outcome of parental contacts	
All teacher checklists (S.I.F.)	
Parent permission form	
Documentation of parent refusal	
Date and SAP team action following parent permission	
Date of assessment and who did it	
Follow-up action taken by SAP team	
SAP Student Reporting Form (PDE 4092)	

NOTICE REQUIREMENT

A school must annually notify parents or eligible students of their FERPA rights including the procedures parents or eligible students should follow to seek access to the student's SAP records. Although the determination of existence of a legitimate educational interest is within the agency's or institution's discretion, the annual notice should also include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.