

SAP Referral Process FLOWCHART

REFERRAL: ALL REFERRALS ARE CONFIDENTIAL

SAP Referral/**STUDENT INFORMATION FORM (S.I.F)** completed by referring source.

- Referral reviewed by SAP Coordinator, Administrator, & SAP Team (if possible).

What has teacher done?:

- Should have at least one parent contact
- Appropriate classroom interventions attempted

Inappropriate SAP Referral:

- ⇒ No parent contact
- ⇒ Classroom intervention inappropriate or none attempted
- ⇒ **CRISIS-ACT IMMEDIATELY!**

Return referral & provide feedback (contact parent, etc.)

TEAM PLANNING & DATA COLLECTION

1. **Data collection that DOES NOT REQUIRE PARENTAL PERMISSION**
 - ⇒ S.I.F. (at least 2 others)
 - ⇒ S.I.F. Counselor (if applicable)
 - ⇒ S.I.F. Nurse
 - ⇒ Grades
 - ⇒ Attendance
 - ⇒ Standardized Tests
 - ⇒ Discipline Records
2. SAP Coordinator, administrator, & SAP team review data.
3. Assign Case Manager (CM). CM contacts parents to discuss SAP Referral.
4. **Send home:**
 - ⇒ SAP Cover Letter
 - ⇒ Parental Consent Form
 - ⇒ FERPA Notification
 - ⇒ Parent Checklist

Appropriate ESAP Referral:

- ⇒ Made parent contact
- ⇒ Appropriate classroom intervention(s) have failed

- Respect parent's decision
- Document refusal
- Continue to monitor student
- Provide agency contacts with information
- Continue to update parents as needed
- Follow school policy for D/A violation or threats to self/others
- **LEAVE THE DOOR OPEN**

Brainstorm solutions: examples

1. In-school/team intervention
2. Refer to school counselor
3. Peer helper
4. Teacher as Mentor
5. Refer for Mental Health Screening (**HIGH SCHOOL**)
6. Refer for D & A Screening (**HIGH SCHOOL**)
7. Refer to health care provider
8. Refer for Developmental assessment
9. Refer for district evaluation
10. Refer to CYF

OBTAINED Parent Consent

DID NOT OBTAIN Parent Consent

INTERVENTIONS & RECOMMENDATIONS

1. **Obtained parental consent** to enroll in SAP
2. Add referral to the agenda of next scheduled SAP meeting
3. Present student data: **WHOLE CHILD SUMMARY FORM**
4. Brainstorm interventions & strategies
5. Set Goal/Plan: **GOAL & SKILL DEVELOPMENT FORM**

SUPPORT & FOLLOW-UP:

1. Case manager continues to monitor & update team as needed
2. Revise goal/plan as needed to continue removing barriers to learning
3. Follow-up