



REQUEST FOR SERVICES

1. Classroom/subject teacher must complete a REQUEST FOR SERVICES form regarding any student she/he feels is in need of extra support.
2. Once completed and signed the teacher sends the form to the student services teacher responsible for that particular grade level.
3. The student services teacher will be responsible for directing the form to the appropriate professional.
4. The student services teacher will also be responsible for meeting with the classroom/subject teacher to review action plans i.e. observation in classroom, additional material, further referral. If a further referral is required, the parent will be contacted by the student services teacher.
5. If the request is for counseling, the student services teacher and classroom/subject teacher will discuss the need with the counselor and the parent. Then the form will be signed by the teacher, student services teacher and the parent/legal guardian. Once the form has complete signatures the counselor will contact the parent.