

Referral Form for Staff

SAMPLE

To make a copy for your school or district's use, select File > Make a Copy, then review all highlighted fields and tailor the form to your community's needs. For more in depth guidance on designing referral forms, access our resource: [Design Your Referral Forms](#).

NOTES TO STAFF

- Any individual staff member can submit a referral, though we encourage staff with shared concerns to collaborate on one form.
- The referral team will contact you within **<Insert timeline>** to learn more about the support your student needs and how we can help.
- Please include any supporting materials (grades, incident reports, documented interventions, etc.) to help us identify which students need more targeted or intensive support.
- Behind this form is a student and family deserving of privacy and respect. Please review any [Family Education Rights and Privacy Act](#) or the [Protection of Pupil Rights Amendment](#) considerations if needed throughout this referral process.

Date of Referral		Mar 7, 2023
Student Name		
Student Nickname	Student Pronouns	Student Grade
	He/him/his	PK3

Your Name	
Your Email	Your Relationship to Student

If this is a crisis referral, please contact **<Insert a school administrator's contact information and any relevant action steps>**.

Reason for Referral - Areas for Growth and Development

I am referring this student for support in the following area(s):

Academic
Attendance
Social-Emotional Behavioral
Discipline or Conflict Related
Mental Health
Physical Health
Family Support
Other:

Checklists of behaviors may lead staff to view their students and families as problems or make assumptions before having all the information. Open-ended responses will help staff stay curious, think deeply about the context of their concerns, and consider their role in support.

Was this student flagged as needing intervention based on a universal screener?

Yes
No

Name of Universal Screener

Score or indicator from universal screener

What new and persistent issues does this student/family need support with?

How long have you had these observations and how often do they occur (if relevant)?

If applicable, where does this concern typically appear?

For example, classroom, morning meeting, cafeteria, or traveling to and from school.

Student Background Information

It can be easy for educators to create stories about students and their families, especially those needing extra support. Encourage staff to stay curious, asking questions and be open to discovering more about their students before drawing conclusions.

Date you informed the family of this referral

Feb 9, 2023

Describe how you have collaborated with the family and student about this concern.

Share strengths, interests, attributes or accomplishments of this student or family to paint a fuller picture for any community partners collaborating with the school for support. When have you seen them thrive or stand out? Challenge yourself to think beyond traditional school strengths.

Please share any information about programs or support this student currently receives or once received for this referral area. Include in school and out of school supports and their results.

Supports or resource the student/family has received	Who provided support?	When and how often was support provided? (Including dates)	Summary of results or progress

Optional: Do you have any ideas or recommendations for how the team can better support this student? What strategies or resources come to mind?

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