

SAP Tip Sheet

Referral of Students By Teacher or Other School Staff To SAP

Student Assistance Program Team (SAP): the collaboration of support service providers (e.g. counselors, dean, administrator of pupil services, school nurse, peer resource coordinator, site coordinator, Healthy Start Coordinator, school resource officer, social workers, mental health providers etc.). The team meets on a regular basis to address the needs of high-risk students with academic, behavior, attendance, and health concerns.

Reasons for Referral

- **Attendance:** 10 absences per marking period or 20 per semester, or a sudden change in attendance.
- **Academic:** 1.0 – 2.0 GPA or sudden change in academic pattern.
- **Behavior:** Consistent patterns of 3 or more Us (unsatisfactory behavior marks). 5 or more referrals to dean/counselor or 1 or more suspensions per semester. Sudden change in behavior; irritable, withdrawn, acting out, depressed, falling asleep in class.
- **Health/Mental Health:** Chronic illnesses such as asthma, seizure disorders, diabetes. Depression, family problems, grief & loss or other mental health diagnosis. Substance use/ abuse including tobacco. Pregnancy or other reproductive health concerns.

Referral Process

1. Teacher or other school staff completes a **Request For Assistance Form 1.0**.
2. Teacher advises student of the referral.
3. **The Request For Assistance Form 1.0** is placed in the designated person's mailbox. *(If urgent call the counselor, dean, nurse, or mental health provider).*
4. The designated person reviews the 1.0 form decides if the student will be scheduled for review at one of the next SAP meetings or will be referred to one of the following SAP team members for a pre SAP evaluation: a) counselor, b) the school district nurse, c) a mental health provider, d) the wellness center coordinator, e) peer resource, f) the resource officer, g) a health promotion committee coordinator.
5. The designated person logs the referred student on the SAP tracking form in the SAP binder.
6. The designated person provides feedback to the referring teacher that the **Request For Assistance Form 1.0** has been received and that the student has been scheduled for SAP and/or referred.