

SAP TIPS SHEET

FEEDBACK TO REFERRAL SOURCE

1. After referral has been made and action has been initiated by SAP team, a designated person from the team provides timely feedback (within 1-3 days) to the referral source. This designated person should be the same person throughout the school year.
2. If a student is not reviewed within one month after the referral is made, notification of when student will be discussed by the SAP team will be communicated to the referral source.
3. Information regarding feedback to the referral source should be logged into the SAP binder or a copy placed into the student's file.
4. To simplify paperwork, a feedback to referral source section may be added to the original referral or photocopied onto the original referral (see examples).

FEEDBACK TO REFERRAL SOURCE

SAP date _____ SST date _____ Referred to SRO Referred to Peer Resources Progress Report Wellness Center (contact person)	Tutoring Attendance Center Met with student, date _____ Met with parents, date _____ Community agency referral Other _____
Comments _____ _____ _____ _____	