



Taken from the November 2019 *SAP Connection* Newsletter

SAP FACTS

We continue our series on the Pennsylvania Student Assistance Program Components and Indicators which focus on SAP best practices. This month highlights the third essential component of SAP practice which is “SAP Referral Mechanisms”. The original handbook can be located on the SAP website at

<http://pnsas.org/Portals/1/Uploaded%20Files/componentsandindicators.pdf>

SAP Referral Mechanisms

The Student Assistance process is initiated by the referral source submitting the referral that would reference his/her concern for a student. A SAP referral can be submitted by anyone in the student’s life is concerned (e.g. school staff, peer, family member, community member). The school’s SAP team should make referral forms easily available via the school’s website, as well as in accessible locations in the building (e.g. near nurse’s office, library, guidance, etc.). Locked SAP drop boxes should be available for the completed referral forms. Some schools even promote SAP at their Parents’ Night and make the referral forms available then, along with other general SAP information.

Of course, students themselves can go directly to a SAP team member or guidance counselor to ask for help. When counselors or other staff are approached, that staff member would be the person to complete the school’s SAP referral form.

Regardless of the way the referral is received, this initial SAP referral can fall into a few basic categories. The first might be for a general “student at-risk” or environmental concern (i.e. “family”, “social”, “other”). The second category involves observations including changes in behavior, a decline in academics, increased health concerns, or decreased attendance at school.

No incoming referral or its source should be trivialized. Ultimately it is up to the discretion of the SAP team to determine how to move forward with the referral. Decisions by the SAP team should be based on a combination of parent contact and, data obtained as part of the referral. Teams should consider the use of the Student Information/Behavioral Observation Forms to ensure that decisions are made based on observable data and not on a “gut feeling” or opinion.

For the current 2019-20 school year, the SAP Reporting Form (the 4092) includes additional referral sources. This was designed to accommodate the integration of other school-based teams (e.g. Child Study, MTSS, PBIS) and the Safe2Say initiative. The 4092 Form can be accessed on <https://www.safeschools.pa.gov>.

***Please note that each student referred, this school year, should have the 4092 SAP reporting form completed and put into the paper folder for that student. Each referral is its own separate form. If you have questions, please contact:**

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