



## One-on-One Counseling Referral Process

One-on-one counseling referrals can be made via this [Google Form](#) and for a variety of reasons. Students may be referred for ongoing support, one-time check-ins, and everything in between, depending on student needs. Counseling services include academic, behavioral and social-emotional supports while focusing on developmentally appropriate interventions. Referrals for group counseling and conflict resolution are done via a different form and process.

*\*\* Students referred for counseling will be prioritized based on scheduling availability and level of need at the time of referral*

### **Once a referral is received:**

- Referring staff person(s) will be notified via email that the referral was received.
- Counselor will connect with the referral source to discuss the nature of the referral as soon as conveniently possible for referring staff person(s).
- Staff and counselor will discuss the best approach for meetings (push-in services AND/OR pull-out services)
- An initial meeting with the counselor and student(s) will be arranged to start the process and when convenient for the classroom schedule.
- If ongoing support is requested, staff will then discuss the best days and times for counseling meetings based on the referral form.
- Collaboration with other support staff will occur as needed and in the best interest of the student(s) and classroom community.
- Regular communication with teachers and staff will occur while counseling services are in place and ongoing.
- To the extent possible, all efforts will be made to ensure students DO NOT miss needed learning time.