SAMPLE REFERRAL PROCESS FOR SPECIAL EDUCATION MENTAL HEALTH ASSESSMENT

Therapeutic Intervention Requested By Student / Parent / Staff

Teacher and/or aide collects data:
Who referred? Why now?
Observed behaviors/concerns?

Consult School Psychologist: Student receiving in school counseling?

Yes. Are the issues impeding student’s learning? How? No. Consider referral to school

Counseling Services

Yes. Student has Special Education?

No. School Psychologist determines appropriate referral for services.

Yes. Consider referral to PBIS. IEP held.

Document behaviors/issues and referral on the IEP. Assessment Plan not signed yet.

School Psychologist Prepares referral packet. Refer to therapist or SPED Supervisor.

SPED Supervisor determines appropriate referral and assigns. Assessment Plan now signed.

Mental Health Therapist or Supervisor conducts assessment and interviews student. Makes recommendation to case manager, who schedules IEP meeting within 60 days of AP signed.

Services recommended. Addendum IEP held to add mental health goal[s], mental health service, frequency, and duration.

Services not recommended. Addendum IEP held to discuss the results of the SPED assessment. Alternative services suggested