

**GUIDELINES FOR STUDENT REFERRALS**

Schools should be prepared to give the following information to providers.

*Note: Parent permission may be required to share this information.*

1. Basic student information (age, grade, race/ethnicity, and parents' or guardians' names, addresses, and phone numbers).
2. How did the school first become aware of the student's potential risk for suicide? \*
3. Why is the school making the referral?
4. What is the student's current mental status?
5. Are the student and parents/guardians willing or reluctant to meet with a mental health service provider?
6. What other agencies are involved (names and information)?
7. Who pays for the referral and possible treatment?
8. Where is the best place to meet with the student (e.g., school, student's home, therapist's office, emergency room)?

*\* Be sure that parental consent meets the requirements of FERPA as follows:*

1. *Specify the records that may be disclosed.*
2. *State the purpose of the disclosure.*
3. *Identify the party or class of parties to whom the disclosure may be made.*