

**INTERVENTION AND REFERRAL SERVICES  
INITIAL REQUEST FOR ASSISTANCE**

*Confidential*

TO: Intervention and Referral Services Team

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_

*Reasons for Request for Assistance* (Must be for school-based issues, i.e., academics, behavior, school health):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Specific and Descriptive Observed Behaviors* (Hearsay or subjective comments will not be accepted):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all teachers and/or specialists who have contact with this student.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The “Prior Interventions” checklist, on the reverse side of this form should also be completed as it assists the I&RS Team in developing strategies that have a greater likelihood of helping the student. Place the completed forms in a sealed envelope and deliver to the I&RS team mailbox.**

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***PRIOR INTERVENTIONS CHECKLIST***

Staff Requesting Assistance: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

*Please indicate the types of prior interventions you have tried:*

- Spoke to student privately after class.
  - a) Explained class rules and expectations.
  - b) Explained my concerns.
- Gave student help after class/school.
- Changed student's seat.
- Spoke with parent on the telephone. Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
- Gave student special work at his/her level.
- Checked cumulative folder.
- Held conference with parent in school.
- Sent home notices regarding behavior/school work.
- Arranged an independent study program for student.
- Gave student extra attention.
- Set up contingency management program with student.
- Assigned student detention.
- Referred student to  guidance;  substance awareness coordinator;  administration;
  - o other (specify) \_\_\_\_\_

Other, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By submitting this form, I understand that I will be a full partner with the I&RS team for the resolution of the identified concerns.**

Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_