

BRUSH COUNTRY CO-OP

Procedures for requesting School Social Worker Intervention

Procedural Steps:

1. Before you request the School Social Worker intervention, the district will need to contact the parent to explain the purpose of the referral and what services the School Social Worker can offer.
2. Once the above has been done, the referring source completes the School Social Worker Intervention Form and sends the request to the BCC Administrative Assistant for Director approval.
3. Once the BCC Director of Special Education approves the request, the School Social worker will receive a signed copy.
4. School Social Worker will review the student's eligibility folder and consult with district special ed personnel.
5. The School Social Worker will then make contact with the parents of the student to set up a meeting to address concerns outlined on the request form.
6. During the meeting with parents, the School Social Worker will assess any other areas of concern which may be impacting the special education student and family and link the student and family to resources that may assist them.
7. The School Social Worker will then complete a Status of School Social Worker Intervention Request Form and submit to the referring source. A copy of the status form will be kept on file at the BCC office and in the student's eligibility file housed on the district.