**Middle School Problem Solving Referral**

**Download Instructions**

1. Click the download arrow (can be found on the top menu bar)
2. Select the folder where you want to save the form
3. The following default name will appear: Referral to Problem Solving Team.docx
4. Add the student’s initials and team number to the front document name
   1. For example: “SW 701 Referral to Problem Solving Team.docx”
5. Click the “Save” button
6. The form is now saved and ready to edit
   1. **If you are unable to edit**, you may have to click “View” and then “Edit Document” in order for you to be able to type in the document

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| --- | --- |
| **Student Demographic Information** | |
| Student Name |  |
| Date CPT contacted parent regarding concern. |  |
| Who notified parents of CPT concern? |  |
| Date parents were notified of student referral to PST? (make direct contact via phone or in person, no messages please) |  |
| Information or concerns provided by parents. |  |
| Referring Team. |  |
| Referring Teachers. |  |

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| --- | --- |
| **Strengths, Definition of the Problem, and Student Data** | |
| What are the student’s strengths and interests? |  |
| Define the primary concern. |  |
| What specific academic concerns do you have? (or indicate if academic skills are a strength for this student) |  |
| What specific behavioral/social/emotional concerns do you have? (or indicate if this is an area of strength for this student) |  |
| Summarize CPT discussion of student data.  (refer to CPT binder/folder) |  |
| List any accommodations or strategies you have already tried with the student *and* the effectiveness. (see Tier1 Accommodations list on the FMS Weebly) |  |

**Form Submission Instructions**

1. Click “Save”
2. Submit the form
   1. Submit Problem Solving Referral forms to the building school psychologist (Andrea Privratsky) via **email** – **the psychologist will not accept printed or handwritten copies of this form.** Attach the electronic form to the email.
      1. If you have progress monitoring data or work samples that are not available to the PST online, please also attach to the referral email
   2. Subject line of the email should read: Referral to PST (this will help the school psychologist keep referral emails separate from others)
   3. Next Steps:
      1. The school psychologist will review the form and place the student on the next PST agenda. You may receive an email with followup questions after submitting the form.