

RESPONSIVE SERVICES: REFERRAL PROCESS
Parent/Guardian Referral Form

A Professional School Counselor is available for students, parents, faculty and staff by appointment. Please call 636-937-4017 ext 2105, stop by the counseling office, or e-mail waitess@crystal.k12.mo.us to schedule an appointment.

I am requesting that the School Counselor talk with my child:

___ **Urgent—today!** ___ As soon as possible ___ After the school counselor and I talk

Student's Name _____ Grade _____

Classroom/Homeroom Teacher _____

Your Name _____ Relationship to Student _____

Phone _____ Best times to reach me _____

Your Signature _____ Date _____

My child's strengths include _____

My primary concern(s) (Check all that apply):

- Something's wrong but I don't know what
- A loss (e.g. death of a person or pet, loss of a friendship, parents' divorce)
- Anger
- Perfectionism
- Relationships with friends/peers
- Relationships with adults (parents/teachers)
- Relationships with brothers/sisters
- How my child is treated by others
- Feelings of negativity, discouragement, self-doubt
- Unhealthy or unsafe choices
- Study skills, grades and schoolwork
- Post-secondary options/Planning now for future
- Other

Concern(s) _____

Additional information regarding concern(s):

Return this form to Guidance and Counseling Office. I will contact you as soon as possible.

Information about Counseling: Letter to Parent for Informed Consent (page 1)

Dear Parent,

If your child is referred to the school counselor, the very word “counseling” may make it sound like a mysterious process, but it is not. Counseling is a relationship built on confidentiality and trust—student trust, parent trust, teacher trust. Adequate information is the foundation of trust—all involved must have information about the limits and processes of counseling. The following information describes the overall process of counseling.

How does a student receive counseling at school?: Students may be referred to the Professional School Counselor (PSC) for individual and/or small group counseling by their parents or guardians, school faculty, school staff, a concerned friend, or they may refer themselves. Once a referral is made the PSC sets up a meeting with the referred student.

Who provides the counseling at school? Counseling is provided by a state certified Professional School Counselor (PSC). The PSC has a Master’s degree with an emphasis in School Counseling. School Counseling focuses on the academic development, personal/social development, and career development of students.

Is counseling required? It is your choice to give consent for your child to receive counseling.

What will counseling for your child involve? Counseling may include small group or individual sessions. During the sessions, your child and a PSC will work together to understand the problem, the present and future consequences, develop goals for change and a plan of action for change.

How is information shared? Trust is the basis for effective counseling. The ethical guidelines of the American School Counselor Association emphasize the importance of [confidentiality](#) between school counselors and students at the same time recognizing the rights of parents. As a parent or guardian, you must trust that the PSC will “take good care of” one of your most prized possessions. Your child must know and trust that, what is shared with the counselor will stay with the counselor unless he or she gives permission to share information or if the counselor suspects the child is in danger of being hurt by others, hurting himself, or hurting others. ,

Confidentiality: Trust and [confidentiality](#) work together. Counseling records do not become a part of the permanent record of the student except as required by school safety policy. A record may indicate that a student was seen by the Professional School Counselor; however, the topics discussed are not included unless required by the school board safety policy. The requirements of the Family Education Rights and Privacy Act (FERPA) are enforced—information will not be released to anyone outside our school without your written permission. The PSC may talk with the classroom teacher about how he or she can help your child in the classroom; however, specific information will not be shared.

Possible outcomes: Through counseling, your child may be taught strategies to help him or her make more effective and healthier decisions, increase the ability to set and reach goals, build better relationships with others, and be more successful in school. We all must realize that changes take time; his or her problem did not develop overnight, nor will it disappear overnight. Counseling will be successful when students, school counselors, teachers, and family members work together.

Cost: There is no cost to you for any of the counseling your child receives as a part of our district’s Comprehensive Guidance and Counseling Program.

Please contact me if you want more information or have ideas about how we can better help your child.

Professional School Counselor contact information: Stephanie Waites
School Phone: 636-937-4017 Ext 2105 e-mail: waitess@crystal.k12.mo.us

Informed Consent Form (page 2)

I have read and understand the information provided by the Professional School Counselor and have had an opportunity to ask questions about counseling.

___ **I consent** for my child to participate in counseling.

I understand that participation is completely voluntary and that classroom requirements take precedence over participation in counseling.

___ **I do not consent** for my child to participate in counseling.

I understand that this consent is effective for the current school year.

Student First/Last Names (please print)

Home Room

Parent/Guardian/Student Signature*

Date

**Students age eighteen and over may or may not be required to have a parent/guardian signature. Please contact me for more information.*

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