



The Juvenile Assessment Center

AT THE FAMILY RESOURCE PAVILION
9700 E. Easter Ln. | Centennial, CO 80112 | 720-213-1320

GUIDELINES FOR COMPLETING THE ELECTRONIC FORM:

The **School Referral** form is sent to the JAC by school officials or a school resource officer when they would like to refer a family to the JAC on a voluntary basis. The goal of the form is for our staff to have additional information in hand if/when a family contacts us or we contact them. The level of details you include is entirely up to you. School officials or SRO's may also refer parents to the JAC without sending a school referral; however, the referring professionals will not receive a follow up report without a referral on file.

- The first section allows you to identify the issues you have observed, whether they are directly related to school and/or personal concerns. Check the relevant items.
- Second, we would like to know the current level of intervention, services, professional, and parental involvement. Click on the drop down menus and pick one choice per item.
- Third, please tell us if the family is willing to have our staff contact them. If so, include any telephone numbers we may use to do so. JAC staff will attempt to contact families only after families have failed to contact the JAC first. It is critical to fill out this section completely.
- You may use the "comments" section to include any details you think would be helpful. Again, this is at your discretion. Please note that in this section you are character-limited on each line to the text that is visible.
- The final section requests your contact information so that our staff can send follow-up reports. Please complete it fully. If you complete this section and save a template then you won't need to "fill in the blanks" every time you refer a student.
- Save the form to your desktop or a convenient location. Name the files as the juvenile's name. Email the file as an attachment to schoolreferrals@arapahogov.com. You may also put the name of the juvenile in the subject line of your email.
- You will hear follow-up on your request within approximately two weeks. If an appointment is completed you will be emailed a summary of the risk assessment recommendations within two weeks after the completed appointment.

IF YOU HAVE QUESTIONS AT ANY TIME, PLEASE CALL
THE COMMUNITY ASSESSMENT PROGRAM MANAGER | 720.213.1323.