** **

**Sample: Referral Procedure**

**Memorandum**

**To:** All Teachers, Administrators, Counselors and Staff at XXX School

**From:** Name, GEAR UP Coach

**Date:** MM/DD/YYYY

**Re:** Referring GEAR UP Students for Intervention

As discussed at the Teacher & Staff Orientation to GEAR UP in July, you are invited to refer GEAR UP students who you have concerns about because of excessive absences, poor academic performance, behavior issues in class, not turning in homework assignments, etc., to me for intervention.

Simply complete a GEAR UP Referral Form – available in the “GEAR UP Wall Tray” in the Mailroom — and place it in my mail cubby in that room or deliver it to me personally in Room XXX.

A copy of the referral form is also attached for your convenience; you may make copies of it, as needed.

My role, as the GEAR UP Coach, in intervening with students who are struggling in any way, is to help identify the reasons for their struggles, and work with the student and his/her family to find solutions. I will provide resources and referrals to the student and his/her family, as needed, and will also commit to following up with students, based on the improvement plan we create to help ensure follow-through and success.

I also commit to reporting back to you the outcome of the intervention with your student.

Thank you. Together we make a mighty team, supporting every student when and how they need it.