MENTAL HEALTH
REFERRAL FORM PROTOCOL

ONLY SCHOOL COUNSELORS AND HEALTH CENTER STAFF MAY SUBMIT
REFERRAL FORMS FOR MENTAL HEALTH SERVICES

1. If you have concerns regarding a student’s mental health and it is NOT a crisis, please speak directly to school counselor
2. Complete Child Protective Services Report or San Diego Police Department reports if applicable. **IF A STUDENT DISCLOSES ABUSE DIRECTLY TO YOU, YOU ARE RESPONSIBLE FOR MAKING A CPS REPORT BY CALLING 1(800) 344-6000 OR (858) 560-2191.**
3. School Counselor will refer student if appropriate using mental health referral form. BECAUSE A HARD COPY IS NEEDED PLEASE INTEROFFICE MAIL ENVELOPE OR HAND DELIVER.

IF STUDENT IS IN CRISIS, ANY STAFF MEMBER CAN BRING STUDENT DIRECTLY TO HEALTH CENTER. IF SOCIAL WORKER NOT AVAILABLE, PLEASE SEE SCHOOL NURSE, COUNSELOR OR CONTACT SCHOOL POLICE. PLEASE SEE “BE THE LINK” FORM STEPS FOR STAFF ON HOW TO PROCEED.

APPROPRIATE REERRALS FOR SCHOOL SOCIAL WORKER:
- Student repeatedly involved in self-injurious behavior (i.e cutting etc.)
- Threats or attempts of suicide or death
- Student was a victim of a crime (rape, violence, etc.)
- Repeated involvement with Child Protective Services
- Eating disorder behavior
- Grief or loss issues affecting student’s ability to behave or perform
- Mental Health Concerns (depression, anxiety, etc.)
- Issues at home affecting student’s functioning at school
- Abuse related issues (physical, sexual, emotional, neglect, etc.)

FOR ALL OTHER TYPES OF REERRALS, PLEASE SEE BELOW
- Homelessness (transportation, clothing/school supplies, resources to food banks/shelters)
  - Refer to Pupil Advocate
- Transportation Assistance
  - Refer to Pupil Advocate
- Chronic Truancy
  - Refer to School Counselor
School related conflicts with a teacher or student that is not high risk issue or concern
  - Refer to assigned School counselor or Pupil Advocate
- Criminal activity or threats of that nature
  - Report to Dean of Students and/or School Police Officer
  - After school hours: (619)-291-7678
- Discipline Issues
  - Refer to Dean of Students EXT. 3003