

For Office Use Only

Date Rec'd _____

CFS

YDN



CFS/YDN Service Provider Referral Form

CLIENT INFORMATION

Name: _____

Address: _____

Phone: _____ Primary Language: _____

DOB: _____ Current Age: _____ Gender: _____ Grade Level: _____ IEP _____

PARENT/GUARDIAN INFORMATION (NOTE: CHECK BOX IF PARENT ADDRESS IS SAME AS STUDENT)

Name: _____

Address: _____

Phone: _____ Alternate Number _____

Primary Language _____ **Secondary Language** _____ **Interpreter Needed(Y/N)** _____

SCHOOL/ORGANIZATION

Name of School/Organization _____

Referred by: _____ Title _____

Phone, E-mail: _____

Absent **Number of Unexcused absences** _____ **Number of Excused absences** _____

Has the Parent been notified of Referral? (Note: Referrals are more successful when school has initiated contact/efforts to assist students/families.) YES _____ NO _____

Has the client been referred to the Attendance Officer (AO)? YES _____ NO _____ DATE _____

*Please identify interventions tried with student, e.g. calling parent/guardian, letter sent to home, student/parent conferences, etc., _____

Signature _____

Date: _____

Criteria for Referral

Grades K-8:

Connecting Families to Schools is a voluntary program focused on helping families address attendance issues with their children to prevent academic failure and disengagement. We provide outreach, home visits and medical and social casework to help resolve whatever issues are contributing to absenteeism. To be eligible for this service, the student must:

- Be enrolled in a partnering Boston Public School and live within the city limits.
- Have had four(4) to six(6) unexcused absences in a marking period or three(3) unexcused absences and a history of chronic absenteeism in the previous academic year.

To make a successful referral, the school must complete this form, providing accurate telephone numbers and address. Also, informing the parents prior to making referral increases the likelihood that they will accept the service for their child.

Grades 9-12:

Youth Development Network is also a voluntary program focused on changing patterns of absenteeism for high school students and re-engaging them in their education. We provide outreach, mentoring, home visits and case management and will be developing more peer focused interventions over the next school year. To be eligible for this service, the student must:

- Be enrolled in a partnering Boston Public School and live within the city limits.
- Have had three(3) to six(6) unexcused absences in a marking period or two(2) unexcused absences in the first marking period and a history of chronic absenteeism in the previous academic year

To make a successful referral, the school must complete this form, providing accurate telephone numbers and address. Also, informing the parents prior to making referral increases the likelihood that they will accept the service for their child.