



Bridges to School (B2S) Referral Form

School: _____ Telephone No: _____

Contact Person: _____ Email: _____

To your knowledge, does this child/family have an active CPS case: __ Yes __ No

Child Name: _____ DOB: ____ Age: ____ Grade: ____

Parents Name(s): _____

Address: _____

Telephone: _____

Schools can refer students who have had 10 or more unexcused absences or 15 or more absences (excused, unexcused or disciplinary) when they have not responded to the schools documented efforts to intervene. Early intervention is critical in addressing chronic absenteeism. SAC's B2S program supports both schools and families by providing home-based services to address student absenteeism. Please help us understand what steps have been taken to address attendance issues at the school level prior to the referral to the B2S program:

Was the parent contacted by the school to express concern, explore root causes for absences, restate attendance policy and connect parent to community resources? __ Yes __ No

If so, please list dates of contacts: _____

Was the parent mailed a letter notifying them of attendance problems? __ Yes __ No

If so, please list date(s) letters were sent: _____

Did the school schedule a meeting with the parent to discuss reasons for absenteeism, barriers to attendance and develop an agreement to improve attendance? __ Yes __ No

If so, please list date(s) letters were sent: _____

Note: Schools can refer earlier for students with a history of chronic absenteeism. Please include attendance records for the current AND previous school year when making an early referral.

Early referrals can be made at the following absence levels: Sept.: 3 days / Oct.: 6 days / Nov.: 9 days

Required: Parent/Guardian must be contacted by school staff and agree to be contacted by B2S staff.

Please indicate how this contact was made, name of parent/guardian contacted and date of contact:

(check one) __ phone __ email __ in person Name _____ Date _____

Your referral must include a current attendance record. Fax to Amy Wilhelm at: 866-793-3517 or email to: amy@studentadvocacycenter.org. Thank you.

School staff signature

Date sent