**FAMILIES IN NEED OF SERVICES (FINS) REFERRAL CHECKLIST**

 **Phone: 327-3415 x 5 Fax 327-5438**

The FINS referral checklist is designed to eliminate excessive and inappropriate referrals to the Families In Need of Services (FINS) program. School officials should exhaust all available and appropriate in house resources prior to referring a student to FINS. This checklist must be completed by school personnel prior to referring a child to FINS and only after exhausting all available and appropriate in house attempts to rectify the problem.

**DEMOGRAPHICS**

Please include all current demographic information.

All completed IEP’s should be forwarded to the FINS office.

**NOTE:** It is the responsibility of the referring party to obtain all appropriate releases, including a FERPA release of information as well as provide the required supporting documentation.

**Type of Referral**

Schools may only refer a student to FINS if the student is habitually truant (a student is considered habitually truant after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester), willfully and repeatedly violates school rules, or has a parent or guardian that has failed to attend school meetings.

Attendance: List specific dates of unexcused absences.

Behavior: Provide documentation that the student has willfully and repeatedly violated school rules and regulations. Additionally, please include what interventions have been put in place by the school and documentation of the student’s results of these interventions. Data which documents the student’s behavior in comparison to peers should be included (e.g. information from PBIS, office discipline referrals, etc.)

Parent Failure to Attend School Meetings: List specific dates of meetings that the parents have failed to attend to discuss their child’s truancy, repeated violation of school rules, or other serious educational problems of their child.

**Note:** The narrative portion for this type of referral should also include what efforts have been made to improve the problem as well as the results of each effort.

**Actions Taken by the School**

Please list the number of In/Out of School Suspensions during the current school year

Please list if the student has been expelled and the reason for expulsion.

In house measures taken by the school

Please check the box corresponding to each in-house measure taken by the school prior to making a FINS referral. At least three boxes must be checked. One box must indicate that the person making the referral has talked to the parent or guardian either by phone or in person about the student’s behavior. A second box must indicate that the student has been referred to the school counselor, or other school based mental health or behavioral support personnel.

**Note:** The parent or guardian must be notified that a FINS referral will be filed prior to making the referral. Notification of an impending referral does not constitute as a measure taken b the school to rectify the problem, as a referral may only be made after all available and appropriate measures have been taken.

All available documentation supporting a course of conduct by the student must accompany the referral. It is the responsibility of the school to obtain necessary release of information and provide all required documentation to the FINS office.

**The school principal’s signature is required for all referrals to FINS**