

INTERVENTION AND REFERRAL SERVICES
SAMPLE FEEDBACK MEMO
FOR STAFF REQUEST FOR ASSISTANCE

Confidential

TO: _____

FROM: _____

DATE: _____

The status of your request for assistance of the Intervention and Referral Services Team for _____ is explained below:

The following indicates the status of the named student with the Intervention and Referral Services (I&RS) Team:

_____ The assigned case coordinator from the I&RS Team will contact you to further review the matter.

_____ The in-school assessment process has begun, including input from other staff.

_____ A home contract has been made. The I&RS Team is working with the student.

_____ Our preliminary assessment indicates no need for further action at this time.

_____ Other:

We will make every attempt to keep you involved and informed within the laws governing confidentiality.

Thank you for your cooperation and concern.