Administrative Referral Program

The **administrative referral** is a tool used by schools to offer SAP assistance to students who are exhibiting school performance concerns such as frequent absenteeism or late arrival, disruptive behavior, and violation of school policy.

Step #1 — **The school calls the SAP** to make referral at **515-244-6090** or **800-327-4692**

Step #2 — **The students calls the SAP** to make appointment at **515-244-6090** or **800-327-4692**

And

The SAP offers appointment within **5 business days**

Step #3 — **Student attends sessions** to complete assessment, referral, and brief counseling

And

The SAP asks student to sign form to **allow updates to school**

Step #4 — **With proper authorization** the SAP provides update to school contact

Step #5 — School decides how to proceed based on **school policy and outcome of SAP process**

EFR EMPLOYEE & FAMILY RESOURCES

Call us today at

515-244-6090
800-327-4692