



CARE of Southeastern Michigan Student Assistance

Referral Checklist

This form does not need to be submitted or faxed with the referral and consent forms.

When making a referral to CARE, the following procedure will ensure a more efficient process:

- A **Release of Information** form with a parent signature should be obtained before any information can be shared between CARE and the school. Make sure the **students name** is printed on the first line.
- Referral Form** should be clear, accurate and have detailed information regarding the reason for the referral.
- Mark the type of follow-up information requested. Check one or all that apply.
- Follow-up information will be given to whomever the referring or authorizing personnel indicated on the referral form.
- Contact Heather Dombrowski, Clinical Director if you would like to share additional, confidential information on the student 586.541.2273 x115.
- Referral and Release of Information form should be faxed to CARE's confidential fax number: 586.541.2274
- Parents must contact CARE** to make the appointment by calling 586.541.2273.
- Clarify to families that they will be receiving an evaluation/assessment, **not** treatment or psychological testing. A referral for treatment services will be made when clinically appropriate.

Download Student Assistance forms from our website www.careofsem.com follow the path: Personal and Family Support/Student Assistance/School use only.

Contact Lynda Zott, Student and Community Services, if you have any questions regarding the Student Assistance process, or would like an orientation/overview of Care of Southeastern Michigan services. 586-218-5271 or lyzott@careofsem.com