

RAP Referral Form
Bond-Christian-Effingham-Fayette-Montgomery
Regional Office of Education #3



*Before we can process this referral, please fill out the following form **completely**.*

Today's Date: _____ School Student Attends: _____

STUDENT DATA:

Last Name: _____ First Name: _____ MI: _____ SIS: _____

Male Female Grade: _____ DOB: _____ Teacher: _____

Parent/Guardian: _____ Home phone #: _____

Address: _____ Father's Work #: _____

City: _____ Zip: _____ Mother's Work #: _____

Siblings: _____ Emergency #: _____

Parents: Married Divorced Single Step-parent Foster Other: _____

Special Education: Yes No Type: _____

Participates in free/reduced lunch program: Yes No

ATTENDANCE DATA: ATTACH PRINTOUT OF STUDENT'S ATTENDANCE FROM LAST SCHOOL YEAR.

Total absences THIS year: _____ **Total number of days enrolled THIS year:** _____

of Days: Excused _____ Unexcused _____ Suspended _____ **# of days tardy to school** _____

SCHOOL RESOURCES/INTERVENTIONS:

Phone calls to parents (dates): _____

Warning letters to parents (dates/copies): _____

Home visits (dates): _____

Conferences with student and/or parent (dates): _____

Staffings (dates): _____

Other agencies or court involvement – please explain: _____

A COPY OF THE STUDENT'S ATTENDANCE SHEET FOR THIS SCHOOL YEAR AND FOR LAST SCHOOL YEAR MUST BE ATTACHED TO THIS FORM FOR ACTION TO BE TAKEN.

IF YOU DO NOT HAVE A COPY OF LAST YEAR'S ATTENDANCE, WE MUST HAVE A TOTAL # OF ABSENCES FOR LAST YEAR FROM THE PERMANENT RECORD. # _____

Signature of School Administrator

Referring School

Return to:

RAP – Cathy Jones
1500 W. Jefferson,
Vandalia, IL 62471
Phone # 618-283-9311
cjones@roe3.org

RAP – Sondra Templeton
203 S. Main St.,
Hillsboro, IL 62049
Phone # 217-532-9591
stempleton@roe3.org

RAP – Natalie Hall
900 Edgar,
Effingham, IL 62401
Phone # 217-342-2856
nhall@roe3.org

RAP – Kaci Reiss
1500 W. Jefferson,
Vandalia, IL 62471
Phone # 618-283-9311
kreiss@roe3.org