

Social Service Referral Document

Name of person making the referral: _____

Date of the referral: _____

Person the referral is about and a short
description: _____

Report Number: (ask SS for this when calling, this is your proof)

Name of the person at SS you spoke
to: _____

*Make two copies. Give one to the Principal and one to the
Guidance Counselor.

Social Service Referral

- The person that the incident is reported to or suspects any type of abuse is responsible for making the initial referral to Social Services.
- Then report this referral to the Principal and Guidance Counselor.
- When making a referral, use the documentation log.