



Mental Health Forms Quick Reference Sheet

Form	Title	Who/When	What
MH Form 1 <i>The completion of this form DOES NOT always lead to form 2-4. However, form 5 should be completed with school based intervention filled in.</i>	Mental Health Support Request	A teacher, parent, counselor, student, friend, etc. fills out this form when a possible mental health concern is recognized. * It is best practice for classroom teachers to make contact with parents when emotional/behavioral concerns are first recognized.	The form is submitted to the certified school counselor or assigned school-based social worker. The counselor or school-based social worker will review the form with the person who completed it to identify possible needed supports. *Communicate with parents about this activity.
MH Form 2	Parent Resource Letter	This form is completed by the certified school counselor or assigned school-based social worker with the parent. Parent signature is required on this form.	This form identifies 3 agencies that can assist the student. The first agency identified would usually be the agency assigned to the school. The other 2 agencies may be chosen from the list of approved agencies that have agreements with BPS, or from a list of other community agencies and private providers.
MH Form 3	Authorization for Exchange and Release of Information	This form is completed by the certified school counselor or assigned school-based social worker and is signed by the parent.	Parent signature is required on this form PRIOR to sending the Universal Agency Referral (below) to the school's assigned agency.
MH Form 4	Universal Agency Referral	This form is completed by the certified school counselor or assigned school-based social worker.	This form is submitted by the school counselor or school-based social worker to the agency assigned to the school. The agency has agreed to communicate the outcome of the referral, i.e., the assigned agency can work with the student or will refer to the student to another agency for mental health services.
MH Form 5 <i>This form can be completed if 2-4 are not needed. It should accompany the support request form if the intervention is only school based.</i>	Student Mental Health Screening and Assistance Form	This form is completed by the certified school counselor or assigned school-based social worker.	This form is completed, IF , after consultation and review of Form 1, it is determined mental health supports (in school or out of school) are needed to assist the student. IF the student will <i>only</i> be receiving school-based mental health support, such as participation in a group or meeting with the school counselor, forms 3, 4, and 5 do not need to be completed.