REFERRING A STUDENT FOR HELP

**WHEN TO REFER**

* If your efforts to manage a significant classroom behavioral issue has not resolved the problem.
* If you are concerned about the welfare of a student, yourself and/or other students.
* If a student asks for help in dealing with personal issues that are outside your role as a faculty or staff member.
* If you have referred the student for assistance in the past and there seems to be no improvement or things seem to be worsening.

**WHAT ABOUT CONFIDENTIALITY**

The Family Educational Rights and Privacy Act (FERPA) does not prohibit the sharing of personal observations and knowledge about a student among campus officials; especially when there is a legitimate concern related to student wellbeing or campus health and safety.

If you are concerned about a student whom you have observed exhibiting one or more of the warning signs, do not hesitate to notify US.

**DOES THE REFERRAL NEED THE STUDENT’S PARTICIPATION?**

Simply put, no it does not. There may be times when the student is not receptive to help or support, or when the student has long left your class or office and the link between your concern and making a referral occurs.

**WHAT TO DO:**

Submit your concerns about a student using the online submission form, which is available 24/7: <https://webapps.mccneb.edu/bcat/>

 **Information for an effective referral:**

* Student’s name, and ID#,
* Best phone # (if known)
* Dates, times, & locations of events
* What was observed
* What was said and by whom
* What has been done so far to address concern and the student’s response to those efforts

*If you are not sure if you should make a referral – Remember that in any given situation, there are probably several "best ways" to address your concern for a student’s distress. And your information may be part of a larger puzzle of concern.*