Student Support and Progress Team Referral Log

School:	Local District:	Referrals From:	To:

Instructions: Enter each student referral into the log with dates and supporting information. *The SSPT Referral Log and supporting SSPT documentation are to be kept on file at the school for a minimum of 5 years*. For EO, IFEP, and RFEP students, copies of the referral form, the Intervention Plan, and Follow Up Meeting Notes are to be filed in the student's red intervention folder in the cumulative record. For EL students, including LTELs, copies of the referral form, the Intervention Plan, and Follow Up Meeting Notes are to be filed in the student's blue Master Plan folder in the cumulative record.

Student Name/ Student ID #	Grade	Teacher or Counselor	Language Classification	Date of SSPT Referral	Initial Meeting Date	Case Manager	First Follow-up Meeting Date	Second Follow-up Meeting Date	Third Follow-up Meeting Date	Comments