



COUNSELING REFERRAL REPORT

This report displays a list of students who have counseling referrals. Data from the Counseling Referral Report can be analyzed to support student achievement. The user may select a list of student referrals by Referral Date, Referred By, Referred To, and Referral Reason during a specified date range. As applicable, the report includes each student's ID number, name, track, grade level, ethnicity, house, graduation year, language classification, mater plan program, special education eligibility, RSP information, GATE information, counselor name, counselor ID, referral date, referred by, referred to, and referral reason.

The report can be generated in PDF format or in EXCEL format for further filtering.

Parameter selections include: User option of Referred Date, Referred By, Referred To, and Referral Reason. Other parameters include track, house, grade level, begin date, end date, and a print banner option. The report can be generated in PDF, HTML or Excel.

The following user roles can access this report:

- Elementary Counselor
- Elementary Counseling Administrator
- Secondary Counselor
- Secondary Counseling Administrator
- Counseling Read Only

Below is a sample Counseling Referrals Report:

1. **Referred Date**- Date of the student referral

Counseling Referrals Report																		
Secondary Version																		
Student ID	Student Name	Track	Grade	House	Ethnicity	Lang Class	Master Plan Program	SPED ELIG	RSP	GATE	Counselor	Referred Date	Referred By	Referrer Staff Type	Referred To	Referred to Staff Type	Referral Reason	Contact ID
		A	11	1233		RFEP				Y		7/1/11		Teacher		Principal	Personal/Social	102
		A	11	1233		RFEP				Y		8/2/11		Teacher		Dean	Academic	103
		A	11	1233		RFEP				Y		9/5/11		Teacher		Dean	Attendance	104
		A	11	1233		RFEP				Y								
Elementary Version																		
Student ID	Student Name	Track	Grade	House	Teacher	Lang Class	Master Plan Program	SPED ELIG	RSP	GATE	Counselor	Referred Date	Referred By	Referrer Staff Type	Referred To	Referred to Staff Type	Referral Reason	Contact ID
		A	3			LEP	SEI	SLD	Y			7/1/11		Teacher		Principal	Personal/Social	201
		A	3			LEP	SEI	SLD	Y			8/2/11		Teacher		Principal	Academic	202
		A	3			LEP	SEI	SLD	Y			9/5/11		Teacher		Principal	Attendance	203

2. **Referred By**- Staff member name that created the referral
3. **Referred To**- Staff member name that the referral is directed to
4. **Referral Reason**-The purpose for creating a referral
5. **Contact ID**-Number generated after a counseling contact is created. This ID connects the referral to the contact record.