

Student Referral Form and Linked Response Spreadsheet Guide

It may be helpful for your team to use a simple Google form to coordinate referrals for student needs and supports. One example of what this might look like is provided below. Scroll down for instructions on how to link a spreadsheet to your form as an option for tracking referral activity.

Student Support Referral Form

Use this form when support is needed for non-crisis student concerns or needs. Examples of when to make a referral include: food insecurity, housing concerns, chronic absenteeism, changes in demeanor, family disruption, and requests for support from students and parents. Referrals can be made on behalf of students and parents. Once a referral is made, the follow up process will begin. If any additional information is needed, you may be contacted to inform next steps.

Switch account

Not shared

* Indicates required question

Student Name (last, first) *

Your answer

Student grade *

Choose

Concern or area of need *

☐ Food/nutrition

☐ Housing/shelter

☐ Healthcare access/uninsured

☐ Mental/behavioral health

☐ Parent request

☐ Substance abuse

☐ Attendance/Refusal/Tuancy

☐ Disaster/emergency support

☐ Other

Briefly describe the concern and/or need, including any steps you've taken to help.

Your answer

Is the student and/or family aware of this referral?

Your answer

Submit

Clear form

When you've finalized your student referral form, here are steps to link it to a spreadsheet:

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- 1) Click “responses”
- 2) Click “link to sheets”
- 3) Click to “create” a linked spreadsheet.

Copy of Student Support Referral Form

Questions Responses Settings

0 responses

Link to Sheets

Accepting responses

Select destination for responses

Create

Create a new spreadsheet Copy of Student Support Ref... Learn More

- Once you have created your spreadsheet, you can rename it and locate it in the same Google Drive as the Referral Form.
- When you are ready to share the form:
 - 4) Click on “send”
 - 5) Invite users by inputting email OR by copying the link and sharing it out.

Student Support Referral Form

Questions Responses Settings

Send

Send form

Collect email addresses Do not collect

Send via

Link

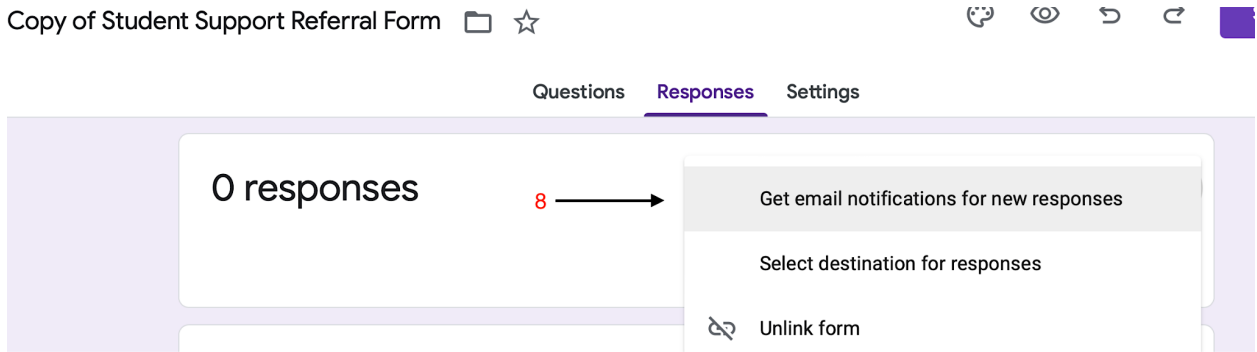
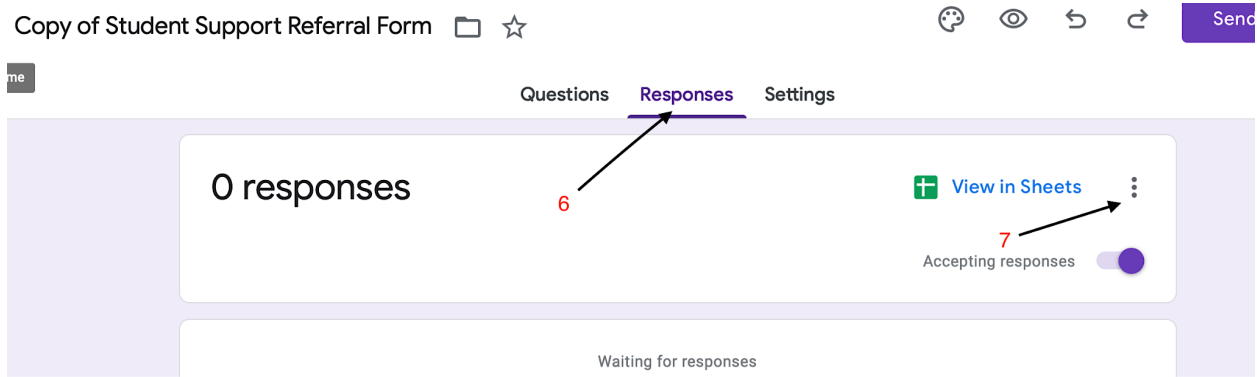
https://docs.google.com/forms/d/e/1FAIpQLSfvkbEbN4glvR3s0VUqNHSj66GfVQ-OxWVFmKdUNM5ichrPGA/viewform?usp=sf_link

Shorten URL

Anytime someone completes the form, the response will automatically generate to the linked spreadsheet.

1. One tip for using the linked spreadsheet is to notify an admin when a response has been recorded. This can be done in the Form by:
 - 6) Clicking on “responses”
 - 7) Clicking the three dots next to “View in sheets”
 - 8) Click on “Get email notifications for new responses”

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Way to go! Now you are ready to collect and track referrals for student needs.