

**RAP Referral Form**  
**Bond-Christian-Effingham-Fayette-Montgomery**  
**Regional Office of Education #3**



*Before we can process this referral, please fill out the following form **completely**.*

Today's Date: \_\_\_\_\_ School Student Attends: \_\_\_\_\_

**STUDENT DATA:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ SIS: \_\_\_\_\_

Male  Female Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Home phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Father's Work #: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Mother's Work #: \_\_\_\_\_

Siblings: \_\_\_\_\_ Emergency #: \_\_\_\_\_

Parents:  Married  Divorced  Single  Step-parent  Foster Other: \_\_\_\_\_

Special Education:  Yes  No Type: \_\_\_\_\_

Participates in free/reduced lunch program:  Yes  No

Is student identified as homeless?  Yes  No

School's homeless liaison: \_\_\_\_\_

Did student receive public/private Pre-K services?  Yes  No

**ATTENDANCE DATA: ATTACH PRINTOUT OF STUDENT'S ATTENDANCE FROM LAST SCHOOL YEAR.**

**Total absences THIS year:** \_\_\_\_\_ **Total number of days enrolled THIS year:** \_\_\_\_\_

**# of Days:** Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Suspended \_\_\_\_\_ **# of days tardy to school** \_\_\_\_\_

**SCHOOL RESOURCES/INTERVENTIONS:**

Phone calls to parents (dates): \_\_\_\_\_

Warning letters to parents (dates/copies): \_\_\_\_\_

Home visits (dates): \_\_\_\_\_

Conferences with student and/or parent (dates): \_\_\_\_\_

Staffings (dates): \_\_\_\_\_

Other agencies or court involvement – please explain: \_\_\_\_\_

**A COPY OF THE STUDENT'S ATTENDANCE SHEET FOR THIS SCHOOL YEAR AND FOR LAST SCHOOL YEAR MUST BE ATTACHED TO THIS FORM FOR ACTION TO BE TAKEN. IF YOU DO NOT HAVE A COPY OF LAST YEAR'S ATTENDANCE, WE MUST HAVE A TOTAL # OF ABSENCES FOR LAST YEAR FROM THE PERMANENT RECORD. #** \_\_\_\_\_

Signature of School Administrator

Referring School

**Return to:**

**RAP – Sondra Templeton**

**RAP – Natalie Hall**

**RAP – Meredith Yard**

203 S. Main St. Hillsboro, IL 62049

900 Edgar Effingham, IL 62401

113 N. School St. Raymond, IL 62560

Phone # 217-532-9591

Phone # 217-342-2856

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