

Date	Student Referred By	Method of Contact	Person Contacted	Service Provided	Student Referred To	Contact Name	Documented By	File Attachments	Comments
01/07/2020	I	E-mail				Ms. Sultaire	Williams, Demetria		Received an email from Ms. Sultaire noting she had received the updated information for [REDACTED] medicaid info and that it is in the meeting minutes of her MH referral under the MTSS tab.
01/08/2020		E-mail	Other Community Provider	Progress Monitoring		Robin Grover			Requested an update on student's 12/9 referral submission.
03/04/2020	Self	In Person	Student	Referral	Collaborative Partner	Dec Dee Williams	Sultaire, Gina		Student wanted to be seen within 24 hours from Erika Lighthouse. Feeling she still needs help with anger. Emailed Mental Health Coordinator to contact mom for services.
03/11/2020	Parent	Phone	Parent/Guardian	Progress Monitoring		mom and student	Sultaire, Gina		Spoke about concern for attendance and grades. She is not putting in her best effort.